

**COLCHESTER SCHOOL DISTRICT****POLICY: RESIGNATIONS****DATE ADOPTED:** February 21, 2017**POLICY STATEMENT**

It is the policy of the Colchester School District to consider employee resignations in a manner that is timely and fair to both the employee and the school district.

A resignation by a licensed employee who is under contract to the school should be submitted to the superintendent in writing. The resignation of a licensed employee will take effect on a date approved by the school board after receiving the recommendation of the superintendent. The School Board reserves its right to pursue all available legal remedies (including by way of example but not limitation, an action based upon Title 16 V.S.A. § 1752) whenever a teacher who is under contract with the District resigns without first obtaining from the School Board a release from his/her employment contract.

A resignation by an unlicensed employee shall be submitted to the superintendent in writing and shall be effective upon acceptance by the superintendent.

A resignation by a licensed or unlicensed employee may not be withdrawn unilaterally by the employee once it has been submitted to the superintendent.

Last Adopted: August 19, 2003  
Date Warned: February 3, 2017  
First Reading: February 7, 2017  
Second Reading: February 21, 2017