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1.0 Resignation from District Service

1.1 A regular employee may resign from District service by filing with the appropriate administrative officer or Classified Personnel Manager a written notice of resignation stating the reason for terminating employment and the effective date of separation. This written notice shall be filed promptly with the Personnel Services Office.

2.0 Acceptance

2.1 The Board of Trustees authorizes the Chancellor/Superintendent to accept the resignation and such shall be binding at the time of receipt by the Chancellor/Superintendent, or designee in his/her absence.

3.0 Termination Date (Educ. Code 88201)

3.1 The date of termination shall be that specified by the employee in the notice of resignation accepted by the Chancellor/Superintendent or designee. If no date is specified, the Board shall fix the time when such termination shall occur, in accordance with the provisions of the Education Code.

LRCCD

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