

RESIGNATION

FILE: GDPB

Purpose

To establish the procedure for resignation

Definitions

N/A

Policy Statement

Any employee who desires to cease employment with Allegany County Public Schools is expected to deliver a written notice to his/her immediate supervisor and the Human Resource office at least two weeks prior to any resignation date. Failure to do so will constitute gross misconduct and/or misconduct in office.

Legal Reference			
Policy Cross Reference	Adopted	Reviewed	Revised June 13, 2017, 1 st Reading July 18, 2017, 2 nd Reading