 **No. 301**

 **SECTION: EMPLOYEES**

**TITLE: RESIGNATION**

**MEDICAL ACADEMY ADOPTED: 10/8/13**

**CHARTER SCHOOL REVISED:**

 301. RESIGNATION

The following principles will apply to the resignation of all school personnel:

1. The letter of resignation presented at least sixty (60) days before the resignation becomes

 effective, should be addressed to the Secretary of the Board and sent immediately to the

 Principal/CEO.

2. The letter of resignation will be presented promptly at the next official meeting of the Board.

3. A letter of resignation may be withdrawn prior to the formal act of accepting the resignation

 by the Board, unless an employee has voluntarily been absent from work based on the letter

 of resignation submitted. If an employee has submitted a letter of resignation and is

 voluntarily absent from work in accordance with that letter of resignation, the employee may

 not withdraw his resignation.

4. After acceptance by the Board at an official Board meeting, the resignation becomes effective

 as of the date approved by the Board.