Notice of Resignation/Retirement

TO:  Sweetwater Union High School District
     Human Resource Services Division
     1130 Fifth Avenue
     Chula Vista, CA  91911-2896

Please consider my  ☐ Resignation  ☐ Retirement

To become effective at the end of the day on: ___________________________________

If resignation, give reason(s):__________________________________________________

________________________________________________________________________

Forwarding address (if applicable): ___________________________________________

Effective Date of Address Change: ___________________________________________

HR Approval: ___________________________  Date: ___________________________

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INSURANCE COVERAGE (if applicable) will expire on the last day of the month following your last day in a paid status in a benefits-eligible position. If you wish to convert your health insurance to an individual policy, contact the Benefits Office at (619) 585-4420.

CLASSIFIED EMPLOYEES: If you have accumulated vacation credit, please discuss this with your immediate supervisor. Any vacation credit you have will be paid in your last pay warrant. If you wish, a personal letter may be attached to this form.

Form No. 8006 Revised 04-15 KR
Distribution: White/Canary: Original: Human Resources       Copy: Benefits, Site Supervisor, Employee

"The Sweetwater Union High School District will fulfill the promise of 100% student success"
All Personnel

RESIGNATION

Resignation

Any district employee who desires to resign his/her position shall submit, in writing, a letter of resignation which indicates the date which the employee intends as his/her last day at work. The Governing Board encourages employees to provide advance notice that is appropriate for the position they hold.

The Board authorizes the Superintendent or designee to accept an employee's written resignation and to set its effective date. Once the Superintendent or designee has accepted and set an effective date for this resignation, the resignation may not thereafter be withdrawn by the employee.

The effective date of the resignation shall be a date not later than the close of the school year during which the resignation is received. However, an employee and the Board may agree that a resignation will be accepted at a mutually agreed upon date not later than two years beyond the close of the school year during which the resignation is received by the Board. (Education Code 44930, 45201)

Legal Reference:
EDUCATION CODE
35161 Board delegation of any powers or duties
44930 Acceptance and date of resignation
45201 Power to accept resignation

CODE OF REGULATIONS, TITLE 5

COURT DECISIONS

Policy
Adopted: March 28, 2017

SWEETWATER UNION HIGH SCHOOL DISTRICT
Chula Vista, California