



SWEETWATER UNION HIGH SCHOOL DISTRICT
HUMAN RESOURCE SERVICES DIVISION

General Information:
Phone: (619) 691-5530
Fax: (619) 420-6836

www.sweetwaterschools.org

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): _____

_____	_____
Name (please print)	Job Title
_____	_____
Social Security Number	Site / Department
_____	_____
Signature	Date

Forwarding address (if applicable): _____

Effective Date of Address Change: _____

HR Approval: _____ Date: _____

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

BP 4117.2

4217.2

RESIGNATION

4317.2

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or designee has accepted and set an effective date for this resignation, the resignation may not thereafter be withdrawn by the employee.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

American Federation of Teachers, Local #1050 v. Board of Education of Pasadena Unified School District, (1980) 107 Cal.App.3d 829

Policy

Adopted: March 28, 2017

SWEETWATER UNION HIGH SCHOOL DISTRICT

Chula Vista, California