



A professional staff member's written resignation must be received by the Superintendent/CEO by the following dates:

- For staff hired before December 18, 2004
 - By November 30 for resignation effective December 31
 - By May 31 for resignation effective June 30
- For staff hired on or after December 18, 2004
 - By November 30 for resignation effective December 31
 - By April 30 for resignation effective June 30

When extenuating circumstances arise, a professional staff member may submit a request to accept his/her resignation for times other than December 31 and June 30, for consideration by the Superintendent/CEO.