



Policy

7350 Resignations

I. Resignations

- A. The Board shall accept the resignation of any employee and shall fix the time when the resignation takes effect, which shall not be later than the close of the academic year during which the resignation has been received by the Board.
- B. The Board hereby delegates to the Chancellor the authority to accept resignations on its behalf at any time. Resignations shall be deemed accepted by the Board when accepted in writing by the Chancellor. All such resignations shall be forwarded to the Board for ratification. When ratified by the Board, the resignation is final and may not be rescinded.

II. Abandonment of Position (Automatic Resignation)

Any permanent employee who is absent for more than five (5) consecutive working days without notifying the assigned manager will be deemed to have abandoned the position and to have resigned. Each manager shall report such unauthorized absence immediately to the appropriate Human Resources administrator or designee, who shall notify the employee of the resignation due to abandonment. The individual shall not be reinstated except upon a showing of good cause.

References:

Education Code Sections [87730](#) and [88201](#)

Adopted: June 28, 2004

Revision Adopted: ~~July 11, 2007~~, January 12, 2022

Last Reviewed: January 12, 2022

Administrative Procedure

7350 Resignations

Employees will provide notice of their intent to separate from the District in writing, preferably using the District-provided Notice of Resignation form. The Notice of Resignation form is to be completed by the employee with the intended date of resignation, which follows the last date considered to be in paid status. Upon receipt of the notice by the District, the resignation is forwarded to the Board of Trustees at their next scheduled meeting for acceptance and ratification.

The District will forward the name of any employee who has abandoned their position to the Board of Trustees to accept and ratify their automatic resignation from the District.

References:

Education Code Sections [87730](#) and [88201](#)

Procedure Last Revised: January 12, 2022

Last Reviewed: January 12, 2022