

## RESIGNATION OF PROFESSIONAL STAFF

**FILE: GCQC**

**TITLE: Leaving Position Without Being Released by School Board**

**POLICY:**

If after a full review of the facts and circumstances, The School Board of Orange County, Florida ("Board") determines that a member of the administrative or instructional staff has left a position without first being released, the Board may officially declare the position to be abandoned and reject any resignation offered. An absence of three (3) or more consecutive days without notification or adequate explanation may be considered abandonment of a position. When action for abandonment has been taken by the Board against a person holding a teaching or administrative certificate, the Superintendent shall report such action to the commissioner of education for investigation and possible action by the Education Practices Commission.

**SPECIFIC AUTHORITY:** Sections 1012.22; 1012.33; and 1012.67, Florida Statutes

**TITLE: Resignations or Retirements**

**POLICY:**

Any employee who wishes to resign or retire during the employment period shall submit a resignation or letter of intent to retire in writing. The letter of resignation shall state the reason for the resignation and the desired effective date.

- (1) Except in case of extreme emergency, at least a two (2) week notice shall be given in the case of a non-instructional employee.
- (2) Resignations or letters of intent to retire of administrative and instructional employees shall be received in the Office of the Superintendent at least four (4) weeks before the employee wishes the resignation or retirement to become effective.
  - (a) The resignation of a member of the instructional or administrative staff may be considered during the contractual period of service provided that an acceptable reason is given and satisfactory replacement is available.
  - (b) A resignation or retirement at the end of a school year by a member of the instructional staff on continuing or professional service contract shall be automatically accepted, provided that the resignation or letter of intent to retire is submitted at least four (4) weeks prior to the close of the post-school planning period.

- (c) The Superintendent may waive the four (4) week notice requirement under extenuating circumstances or when deemed to be in the best interest of the school district.
- (3) The resignation or letter of intent to retire of any staff member shall be submitted to the employee's administrative supervisor. The resignation or letter of intent to retire shall then be sent to the Superintendent for presentation to The School Board of Orange County, Florida ("Board"). No resignation or letter of intent to retire shall become official until accepted by the Superintendent or designee.
- (4) The Board authorizes the Superintendent to accept resignations and letters of intent to retire of employees on their behalf when tendered. The Superintendent shall notify the Board of the resignations and letters of intent to retire at the first available Board meeting following receipt of the resignations and/or letters of intent to retire, as the case may be.

**SPECIFIC AUTHORITY:**

Sections 1012.22; 1012.23; 1012.27; and 1012.33,  
Florida Statutes

ADOPTED: 11/17/08

REVISED: 05/28/13; 02/09/16