

VOLUNTARY RESIGNATION FORM

Certificated Positions

Name:	EIN:
Position:	Site:
Home Email:	Home/Cell Phone:
Home Address:	

1. Please give extended notice of resignation to Human Resources and site administration to allow time to secure your replacement. If you plan to resign at the end of the school year, please make every attempt to provide notice prior to winter break to better inform staffing for the following year.
2. Submit this Voluntary Resignation Form to Human Resources.

<input type="checkbox"/> I INTEND TO FULFILL MY CONTRACT for the current school year.	My LAST PAID WORK CALENDAR DAY will be: _____ / _____ / _____
--	---

OR

<input type="checkbox"/> I DO NOT INTEND TO FULFILL MY CONTRACT for the current school year.	My LAST PAID WORK CALENDAR DAY will be: _____ / _____ / _____
---	---

If You do not work the entire school year you may be overpaid at the time of resignation. Your annual salary/benefits are calculated and distributed based on the school year, July through June. The Payroll & Benefits Department will send you a letter and request repayment, should an overpayment of salary/benefits occur. For more information, contact Payroll & Benefits in advance at (916) 686-7778. (Please initial box to right in acknowledgement that you have read this statement)

initial box --->

<input type="checkbox"/> My administrator has informed me that they have found a replacement. <input type="checkbox"/> My administrator has informed me that they have NOT found a replacement. <input type="checkbox"/> I'm unsure if my administrator has found a replacement or not.
<p>IMPORTANT: In order to properly leave the service of the district a replacement for your position must be secured.</p> <p><i>Ed Code 44420 (a): If any person employed by a school district in a position requiring certification qualifications refuses, without good cause, to fulfill a valid contract of employment with the district or leave the service of the district without the consent of the superintendent, if any, or the governing board, of the district except in the manner provided for by law, the commission may, after proof of this fact is made to it, take an adverse action on the credential holder but may not suspend the credential for more than one year or revoke the credential.</i></p> <p><i>Ed Code 44433: If any teacher employed by a board of school trustees for a specified time, leaves the school before the expiration of the time, without the consent of the trustees, in writing, the teacher is guilty of unprofessional conduct, and the board of education of the county, upon receiving notice of the fact, may suspend the certificate of the teacher for the period of one year.</i></p>

I understand that my resignation is voluntary and following acceptance by the Superintendent or their designee, cannot be revoked.

Signature

Date

To become a Substitute Certificated Employee, you will need to apply via EDJOIN for the Substitute Teacher Eligibility Pool. *Please note that submission of an application does not ensure an employment opportunity.* If selected you will be notified by Substitute Services to begin the hiring process which will include the completion of new Payroll paperwork, re-fingerprinting (required by law for returning employees who have been separated from the district) and completion of required annual mandated trainings.

HUMAN RESOURCES USE ONLY

Job Title:				
Site/Dept:				
Employee #:	Log:	PAF Request:	Exit Survey:	Scan:
To Pos Con:			To PA/Board:	

