

## RULE 18

### RESIGNATIONS

#### 1801 Submission in Writing

When a classified employee desires to resign from a position, they shall present the resignation containing the reason therefore in writing to the appointing power within a reasonable period of at least ten (10) working days prior to the proposed date of termination. Classified management employees shall present their resignation in writing at least 20 working days prior to the proposed date of termination. A copy of such resignation shall immediately be filed by the appointing power with the Executive Director/Director of Human Resources. It is understood that under some emergency situations the above timelines may not be met.

#### 1802 Rights on Lists

A resignation, without an approved reason such as illness, from a regular or limited term classified position eliminates the employee from the resigned eligibility list. Any deviation from this rule must be approved by the Executive Director/Director of Human Resources and knowledge of the Personnel Commission.

#### 1803 Absent Without Leave

- A. Failure to report to duty for three (3) consecutive days without District approval or failure to return from a leave of absence within five (5) working days after the expiration of an authorized leave, may be considered abandonment of the position and the employee may be terminated by the Board of Education. The termination may be appealed to the Personnel Commission in the same manner as any other dismissal for cause.

*Rule 18 Revised 11/2012, 7/2018, 5/2024*