

**RESIGNATION OF SUPPORT STAFF**

**FILE: GDQB**

**TITLE:           Resignation or Retirement of Support Staff**

**POLICY:**

Any member of the support staff 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 cases of extreme emergency, at least two (2) weeks' notice shall be given in the case of a member of the non-instructional staff.
- (2)     The resignation, or letter of intent to retire, of any member of the support staff shall be submitted to the staff member's administrative supervisor. The resignation, or letter of intent to retire, shall then be sent to the Superintendent for presentation to the 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.
- (3)     The Board authorizes the Superintendent to accept resignations of support staff on its behalf when tendered. The Superintendent shall notify the Board of the resignations at the first available Board meeting following receipt of the resignations.

**SPECIFIC AUTHORITY:**       Sections 1012.22; 1012.23; and 1012.27, Florida Statutes

ADOPTED:   11/17/08

REVISED:   10/11/16