

PERSONNEL

A. Licensed Personnel

A person desiring a release from a valid contract must submit to the superintendent a written request for release at least two (2) weeks before the intended date of resignation and must state the reason for the request.

The superintendent shall present the request to the school board at its next regular meeting. If mutually satisfactory arrangements cannot be made and the school board does not approve the request, the contract remains binding. Breaking a contract without approval of the school board may result in a request to the State Board of Education for revocation of the person's license to teach in the public schools of Virginia.

Employees who terminate their employment without the approval of the board shall be paid for the days of actual employment.

B. Classified Personnel

Classified employees requesting release from their positions shall give the superintendent notice of their desire to be released at least two weeks in advance of desired separation date.

Failure to comply with this policy may result in the recommendation that the employee be ineligible for re-employment at a future date.

Legal Reference:

Code of Va., § 22.1-304. Reemployment of teacher who has not achieved continuing contract status; effect of continuing contract; resignation of teacher; reduction in number of teachers.-- . . . A teacher may resign after April 15 of any school year with the approval of the local school board or upon authorization of the school board, with the approval of the division superintendent. The teacher shall request release from contract at least two weeks in advance of intended date of resignation. Such request shall be in writing and shall set forth the cause of resignation. . . .

In the event that the board declines to grant the request for release on the grounds of insufficient or unjustifiable cause, and the teacher breaches such contract, disciplinary action, which may include revocation of the teacher's license, may be taken pursuant to regulations prescribed by the Board of Education. . . ." (1996)

Adopted by the School Board: January 6, 1981