

## **Resignation Policy**

Employees are expected to provide 30 days' notice of resignation. Written notice of an employee's resignation should be provided to the employee's immediate supervisor. Paid time off of five (5) consecutive days or more do not count towards the 30 days' notice. Further, a resigning employee's last day of work should not occur during an extended school break of five (5) consecutive days or more or during the week immediately following such a break. Failure to give adequate notice may result in administrative action from the Board of Trustees.