

FALLBROOK UNION HIGH SCHOOL DISTRICT

RESIGNATION RETIREMENT

EMPLOYEE NAME: _____ TODAY'S DATE: _____

CURRENT POSITION: _____ FTE: _____ SITE: _____

INTENDED LAST DAY OF EMPLOYMENT: _____

(Resignation: 2 week Notice Required)

Board Policy 411.2; 4217.2; 4317.2: The Board authorizes the Superintendent to accept an employee's intended resignation date or to reject it and set a revised effective date.

Ed Code 44930: Governing boards of school districts shall accept the resignation of any employee and shall fix the time when the resignation takes effect, which shall not be later than the close of the school year during which the resignation has been received by the board.

Accepted Other Employment Personal Reasons Health Retirement Early Retirement
 Regular Retirement
 Disability Retirement

Other: _____

Employee Signature: _____

Site Administrator Approval: _____ Date _____

Superintendent/Designee Approval: _____ Date _____

Resignation/Retirement - Revised Last Day of Employment: _____

Comments: _____

Employee Signature: _____ Date _____

Superintendent/Designee Signature: _____ Date _____

Distribution: Original – Personnel
cc: Employee
Payroll

Created-3-2009
Revised-10-2013