

RESIGNATION

The Caddo Parish School Board requires any employee who wishes to terminate his/her employment with the School Board to submit a letter of resignation to the Superintendent or his/her designee. The Superintendent and/or his/her designee, or the appropriate Human Resource Director shall accept any letters of resignation. Resignations shall become effective 48 hours after acceptance by the Superintendent or his/her designee, or the appropriate Human Resource Director. The Superintendent or his/her designee, or the appropriate Human Resource Director shall advise the employee in writing that he/she has 48 hours to rescind his/her resignation or the resignation becomes final. The Superintendent shall report all such resignations to the School Board at the next regularly scheduled meeting.

Employees resigning from employment with the School Board after the end of the school session shall do so as soon as possible.

Resignations should include the resignation reason and the exact date for release.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §17:81; Board minutes, 2-21-17.