

## **Resignations**

Contract resignations must be in writing, state effective date, be signed by the employee, and be approved by the Board. Employees may resign at the end of a contract period by filing a written resignation with the Administrator or designee no later than the date specified by the Board for the return of the contract for the following year.

The Board may take steps as provided by law against an employee who resigns and leaves prior to the expiration date of the contract.

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