

## 1.0 Resignation from District Service

- 1.1 A regular employee may resign from District service by filing with the appropriate administrative officer or Classified Personnel Manager a written notice of resignation stating the reason for terminating employment and the effective date of separation. This written notice shall be filed promptly with the Personnel Services Office.

## 2.0 Acceptance

- 2.1 The Board of Trustees authorizes the Chancellor/Superintendent to accept the resignation and such shall be binding at the time of receipt by the Chancellor/Superintendent, or designee in his/her absence.

## 3.0 Termination Date (Educ. Code 88201)

- 3.1 The date of termination shall be that specified by the employee in the notice of resignation accepted by the Chancellor/Superintendent or designee. If no date is specified, the Board shall fix the time when such termination shall occur, in accordance with the provisions of the Education Code.

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Policy Reviewed:  
Adm. Regulation [R-6621](#)