

RESIGNATION OF SUPPORT STAFF MEMBERS
(Employees Not Under Contract)

Any support staff member who desires to resign must submit a written letter of resignation to his or her immediate supervisor. The letter should specify when the resignation is to be effective and should be submitted at least two (2) weeks prior to the effective date. A resignation is final upon submission and cannot be withdrawn unless authorized by the supervisor to whom it was submitted. The resignation need not be approved by the Board.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: June 28, 2010

Revised:

Bowling Green R-I School District, Bowling Green, Missouri

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