RESIGNATIONS: ALL EMPLOYEES

I. The superintendent or designee may accept resignations from employees whether voluntarily submitted or occurring by operation of the rules of the Clark County School District. A voluntary resignation shall become effective upon its acceptance by the employee's supervisor.

A. The resignations of all licensed employees and administrators on the Unified Administrative Salary Schedule shall be reported to the board. A resignation may be rescinded only upon the recommendation of the associate superintendent, Human Resources Division with the approval of the superintendent.

B. The resignation of a support or school police employee may be rescinded only upon the recommendation of the associate superintendent, Human Resources Division with the approval of the superintendent.

II. An employee who wishes to resign shall prepare a written resignation on the Notice of Resignation or Retirement form (CCF-164).

A. The resignation will be submitted to the immediate administrative supervisor or the appropriate administrator, Human Resources Division.

B. The employee will provide advance notification of ten (10) working days, whenever possible.

C. Once the resignation has been received by the immediate administrative supervisor or the appropriate administrator, Human Resources Division, it will become effective on the date indicated by the employee. If no date has been given, the resignation will become effective on the date received and acknowledged by the employee’s immediate administrative supervisor’s signature.

D. An employee may not withdraw the resignation once it has been submitted.

E. A resignation may be rescinded only upon the approval of the associate superintendent, Human Resources Division or his/her designee.
III. Resignations submitted by licensed and unified personnel will be presented as an information item to the Board of School Trustees. Resignations submitted by support staff and school police employees will be processed by the appropriate administrator, Human Resources Division.

IV. An employee’s absence for five (5) consecutive days without notification of the immediate administrative supervisor or administrator and approval of the immediate administrative supervisor shall constitute an involuntary resignation effective the first day of the absence. An intent to process an employee’s involuntary resignation will be brought to the employee’s attention in writing.