

Dyer County Board of Education

Descriptor Term:

Descriptor Code:

Board Approved:

Resignation of Support Personnel

GCO

2/11/2020

Rescinds:

Board Approved:

1 Voluntary termination of employment may occur as a result of retirement or resignation.
2
3 Support personnel shall give the immediate supervisor written notice of resignation at least two (2)
4 weeks (ten (10) working days) in advance of the effective date of voluntary termination. The ten (10)
5 working days may be waived by the director of schools for justifiable reason.

6 7 **PROCEDURE**

8
9 The immediate supervisor shall forward copies the day received to the director of schools' office.
10
11 The payroll office will prepare final payment for the next appropriate scheduled pay day.
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

31
32

Legal References:

- 33
34 1. TCA 49-5-511(b).
35
36
37
38
39
40
41
42
43