

## 1.0 Notification

- 1.1 A management employee may resign from District service by filing with the Chancellor a letter stating the reason for the desired resignation and the date on which such resignation is to occur.
  - 1.1.1 For resignation at the close of the school year, resignations shall be submitted prior to May 15.
- 1.2 A confidential employee may resign from District service by filing with the appropriate management representative or Director, Human Resources, a written notice of resignation stating the reason for terminating employment and the effective date of separation. This written notice shall be filed with the Human Resources Office fourteen (14) or more calendar days prior to the effective date of separation.

## 2.0 Acceptance of Resignation

- 2.1 The Board of Trustees authorizes the Chancellor to accept the resignation, and such acceptance shall be binding at the time of receipt by the Chancellor.

## 3.0 Retirement

- 3.1 Employees who plan to retire must submit a letter of resignation or a resignation form, available from the Human Resources Office, to that office, at least ninety (90) days prior to the last day of service. Assistance in preparing retirement forms will be provided by the Human Resources Office.

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LRCCD

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