

**GAO-R Employee Resignations**

6/15/23

**RATIONALE/OBJECTIVE:**

Cobb County School District (District) certificated professional personnel, who wish to terminate employment while under contract, will submit written notification to their immediate supervisor and to the Human Resources Division.

**RULE:****RESIGNATION:**

1. When an employee wishes to resign from his/her contract, a statement of resignation should be forwarded to Human Resources Division, and include the following information:
  - a. Name;
  - b. Present address;
  - c. School or department assigned;
  - d. Position held;
  - e. Last day worked;
  - f. Reason for resignation;
  - g. Forwarding address;
  - h. Comments;
  - i. Date; and
  - j. Signature.
2. Employees who submit a request to resign from a continuing contract for an ensuing year prior to June 15 of the current school year will be allowed to resign.
3. Employees who submit a request to resign after June 15 will be considered on a case-by-case basis.

**RELEASE OF EMPLOYEE:**

1. The approval of a letter of resignation by either the Superintendent, Human Resources and/or their designee constitutes acceptance of such resignation by the Board and releases the employee and the District from any and all further contractual and/or employment duties and obligations beyond the effective date of resignation.
2. The decision to release an employee from a contract with the District shall be made by the administration on a case by case basis.
3. The District reserves the right to extend the effective date of resignation until a highly qualified replacement can be employed.

**EXCEPTIONS:**

The Board may deviate from the above guidelines in extreme emergencies.

Reclassified an Administrative Rule: 9/1/04

Revised: 1/9/08

Revised and recoded: 7/19/12 (Previously coded as Administrative Rule GCQC)

Revised: 2/28/13; 6/15/23