

1 **Potomac Elementary**

2

3 **PERSONNEL**

5251

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5 Resignations

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7 The Board authorizes the Principal to accept on its behalf resignations from any District
8 employee. The Principal shall provide written acceptance of the resignation, including the date
9 of acceptance, to the employee, setting forth the effective date of the resignation.

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11 Once the Principal has accepted the resignation, it may not be withdrawn by the employee. The
12 resignation and its acceptance should be reported as information to the Board at the next regular
13 or special meeting.

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17 Legal Reference: *Booth v. Argenbright*, 225 M 272, 731 P.2d 1318, 44 St. Rep. 227 (1987)

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19 Policy History:

20 Adopted on: March 14, 2011

21 Reviewed on:

22 Revised on: