



Provo City School District
Policy Series 5000: Personnel

5040 P1

Resignation of Licensed Educator Employees

A contract made between the Board of Education and an employee is binding on both parties legally and ethically. Employees are expected to adhere to the conditions of the contract until it has been terminated legally or by mutual consent.

Employees should make every reasonable effort to complete each contracted year. Employees who find it necessary to terminate their services with the Provo City School District shall give written notice to the Deputy Superintendent at least thirty (30) calendar days in advance of termination. Each case shall be considered on its own merit.

Provided verification is received by the Human Resources Department, the employee may be released from the contract at any time for reasons such as maternity or adoption of a child, transfer of spouse, military service, illness, or other reason deemed appropriate by the Deputy Superintendent, and will not be assessed the \$750 fine.

Resignation without the required thirty (30) calendar days' notice or without a release by the Deputy Superintendent, will result in an assessment of \$750 to be deducted from the employee's last paycheck and may result in attachment of a letter that precludes future employment with the District. Resigning employees must also notify their principal or department director with at least thirty (30) days' notice.

Employees resigning during the contract year will be assessed the cost of a long-term substitute for any personal leave days used during the last thirty (30) days of their employment except in the case of an immediate, verified medical reason or emergency.

An early retirement incentive may be offered to employees on a year-to-year basis as determined by the Superintendent. Employees retiring at the end of a contract year, who give official notification of retirement, may be eligible for an early retirement notice incentive. This incentive will be paid on the last regular paycheck.

Adopted: August 22, 2016