

Resignation–Licensed Personnel

Policy Code:

7900

Descriptor Term: RESIGNATION-LICENSED PERSONNEL		Descriptor Code: 7900* (formerly GBO)	
Presented to the Board: March 1, 1993	Adopted by the Board: April 19, 1993	Revised by the Board: December 12, 1995 Recodified as policy 7900: May 10, 2022	

~~The Guilford County Board of Education regards a contract between the Board and a professional employee as a legal agreement which binds both parties to the terms of the contract. When it becomes necessary for an employee to cancel his/her contract, the Board expects to receive thirty (30) days’ notice in accordance with G.S. 115C-325. If possible, the effective date of resignation should coincide with a normal break in the school year.~~

The Superintendent or ~~his/her~~ designee ~~shall be~~ is authorized to accept resignations from employees ~~as herein provided~~ on behalf of the Board and to waive ~~the thirty (30) days any applicable~~ written notice requirement, if ~~he/she~~ they feels determine that it would be in the best interests of the school system ~~and of the employee.~~

Once a resignation is accepted by the Superintendent or designee, it may not be withdrawn by the employee.

~~An employee who has a contract with the Board must provide at least thirty (30) calendar days written notice of resignation and generally must resign at a natural break in the school year, based on the terms specified in the employee’s contract or agreed to by the Superintendent or designee. Any licensed employee who holds a license license from the North Carolina State Board of Education may be subject to license revocation or other discipline if the employee does not comply with the written notice requirements of their contract. canceling his contract in any manner other than herein provided may cause the Board to request the State Board of Education to revoke the employee's license for the remainder of the school year. A copy of the request shall be placed in the employee's personnel file.~~

If an employee does not have a contract with the Board, to resign in good standing, the employee is required to provide fourteen (14) calendar days written notice prior to resignation.

When an employee fails to give the required fourteen (14) calendar day notice and does not provide an acceptable reason, the personnel record can be noted "Quit Without Notice."

Three (3) consecutive no call/no show absences will be considered abandonment of an employee’s position and will be recorded as a voluntary resignation. (See policy 7500 Attendance, Workday

[and Overtime.\)](#)

Legal References: [G.S. 115C-325](#)

Cross References:

Adopted: April 19, 1993

Revised: December 12, 1995; May 10, 2022 (recoded from GBO): [\[date\]](#)

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