

## CLASSIFIED EMPLOYEE RESIGNATION

Classified employees who wish to resign during the school year will give the board notice of their intent to resign and final date of employment and cancel their contract two weeks prior to their last working day.

After three consecutive days of unexcused and unverified absences, this may be considered by the district as a voluntary resignation.

Notice of the intent to resign will be in writing to the superintendent's designee.

Legal Reference: Iowa Code §§ 91A.2, .3, .5; 279.19A; 285.5(9).

Cross Reference: 411.3 Classified Employee Contracts  
413 Classified Employee Termination of Employment

**Adopted:** 3/15/1999  
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