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## TEACHER RESIGNATION DATES

### Background

A teacher may terminate their contract of employment with the District on June 30 or December 31 in any school year by sending to the Director of Human Resources, not less than thirty (30) days' notice of their intention to do so.

### Procedures

#### 1. Retirements

1.1. Teachers who wish to retire must submit notice to terminate employment.

#### 2. Earlier Dates for Termination of Contract

2.1. Teachers who wish to terminate their employment outside the two official dates stated in this Administrative Procedure may submit a letter of resignation and/or retirement to the Director of Human Resources.

2.1.1. The letter will be accepted subject to the District finding a suitable replacement, and subject to the Director of Human Resources' discretion as to whether recruitment costs outside of normal resignation/retirement dates would be unreasonable.

2.2. Subject to recruitment occurring and the finding of a suitable replacement the Director of Human Resources will then authorize termination of contracts outside of the dates of December 31 and June 30, in any school year.

Reference: Section 17, 20, 22, 23, 65, 85 *School Act*

Adopted: March 26, 1991

Reviewed: March 6, 2018

Revised: May 18, 2022