

# TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEE  
TITLE RESIGNATIONS  
ADOPTED: APRIL 20, 2015  
REVISED: FORMERLY 3600  
FORMERLY 3600

## 404.8 RESIGNATIONS

1. Resignations shall be submitted to the Superintendent in writing. The Board of School Directors at its discretion may demand professional services of employees for thirty (30) days following receipt of written resignations.
2. Employees who resign for the purpose of retirement should submit their letter of intent as early as possible in order to process the necessary papers with the Public School Employees Retirement System prior to the date of retirement. Employees planning to retire are directed to read the retirement clause in the District's teachers' contract for further information.
3. All resignations shall be submitted in writing and will be stamped received with the current date and initialed by either the personnel clerk or the Superintendent. Written resignations will be considered accepted as of the date the resignation is stamped and initialed. After the resignation has been accepted by being submitted in writing and stamped and initialed by either the personnel clerk or Superintendent as provided for in this policy, the resignation shall be final and may not be withdrawn.
4. CONTRACTS; EXECUTION; FORM. See School Laws of Pennsylvania Section 1121.

Revised 3/12/01, 2/20/06

Reviewed 3/12/01, 2/20/06

