

PERSONNEL

PROFESSIONAL PERSONNEL - RESIGNATIONS AND RETIREMENT

Tenured teachers may resign at any time with consent of the Board of Education or by written notice sent to the Secretary of the Board of Education at least thirty (30) days before the intended date of resignation. However, a tenured teacher may not resign during the school term in order to accept another teaching position without the consent of the School Board.

Probationary teachers under contract may terminate their service during the contract period only with the School Board's consent.

In general, staff retirements shall be submitted and accepted to be effective at the close of a school term. However, staff members considering retirement should make their intentions known as early as possible so that the administration can provide assistance in processing the necessary forms and making the proper arrangements.

An employee leaving the District of his or her own volition shall submit to the Superintendent a letter of retirement or resignation. Such letter shall include a statement of the employee's reason for terminating employment.

LEGAL REF.: Illinois School Code, Sec. 24-14 (105 ILCS 5/24-14).

Adopted: March 10, 1983
Revised: May 10, 1984
Revised: December 10, 1987
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Revised: March 12, 1998