

**EMPLOYEE RESIGNATIONS**

It is the policy of the Commerce Board of Education that any employee may submit a written resignation from employment with the school district. The resignation must be written, dated, and signed. It must specify the date upon which the resignation is to be effective. The resignation must be mailed to the superintendent by certified mail, return receipt requested, or personally delivered to the superintendent's office and an acknowledgement of receipt inscribed on the face of the resignation. Furthermore, it is the policy of the board of education that teacher resignations must be tendered no later that fifteen (15) days after the first Monday in June.

**REFERENCE: 70 O.S. §6-101**

**CROSS FEFERENCE: Policy, Release From Contract**