



Policy

7350 Resignations

I. Resignations

A. The Board shall accept the resignation of any employee and shall fix the time when the resignation takes effect, which shall not be later than the close of the academic year during which the resignation has been received by the Board.

B. The Board hereby delegates to the Chancellor the authority to accept resignations on its behalf. All such resignations shall be forwarded to the Board for ratification.

II. Abandonment of Position

A classified employee who is absent for more than five (5) consecutive working days without notifying the assigned manager will be deemed to have abandoned the position and to have resigned. Each manager shall report such unauthorized absence immediately to the Chancellor or designee, who shall notify the employee of the resignation due to abandonment. The individual shall not be reinstated except upon a showing of good cause.

Reference:
Education Code Sections [87730](#); [88201](#)

Adopted: June 28, 2004
Revision Adopted: July 11, 2007