

## **Personnel – Certified/Non-Certified**

### **Resignation**

Letters of resignation must be submitted to the Program Director/Principal by supervisory and instructional staff at least one (1) month prior to termination date. All other positions require at least (2) weeks' notice.

Policy adopted: February 1997  
Policy readopted: September 17, 2003

CAPITOL REGION EDUCATION COUNCIL  
Hartford, Connecticut

## **Personnel – Certified/Non-Certified**

### **Resignation**

1. At the time a decision is made to resign, the decision should be discussed with the Principal/Program Director and a letter of resignation submitted.
  - It is the Program Director's/Principal responsibility to prepare and forward to the Human Resource Department a Personnel Change Notice form verifying the employee's projected last day. This is required immediately upon receipt of notice of a resignation, whether written or oral. It is the Program Director's/Principal responsibility to notify the appropriate Division Director of the resignation.
2. The Human Resource Director will acknowledge the letter of resignation by sending an acknowledgment letter to the employee.
3. Final paychecks will be released within seven days except in the case of involuntary termination in which case it will be released within one day.
4. An employee may choose to be reimbursed for paid vacation time due or may use paid or unpaid time as part of the notice period. This decision is subject to approval by the Human Resource Director and must be communicated to payroll by the employee's supervisor. Accrued vacation time is not paid at the close of a grant period.
5. Payment for accrued benefits will not be made until all CREC property is returned to the Program Director.