

BOARD POLICIES	METRO TECHNOLOGY CENTERS RESIGNATIONS OF STAFF MEMBERS (BP-7027)	The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.
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1.0 POLICY:

Employees who wish to terminate their employment are requested to submit their resignation at least two (2) weeks prior to the requested date of termination from employment.

Employees should submit their resignation to their immediate supervisor. The resignation shall become effective on the date specified in the resignation letter upon acceptance of the resignation by an administrator or manager.

2.0 LEGAL REFERENCE: 70 O.S. § 6-117.A.2

3.0 CROSS REFERENCE: N/A

4.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
October 8, 1984	A	Adopted
September 8, 1986	B	Revised
January 13, 1997	C	Revised
September 22, 2003	D	Reformatted
December 15, 2003	E	Legal references reviewed and revised as necessary
November 22, 2004	F	Revised

5.0 PCF FRAMEWORK #: 6.5 Redeploy and retire employees

***** End of Policy *****