

NOTIFICATION OF RESIGNATION
CERTIFICATED

School/Department _____ Social Security # _____
Name of Employee _____ Last Day Worked _____
Position _____

DP318: Resignations-Certificated

Proper notice of resignation, **in writing**, shall be submitted through the school principal to the Executive Director of Human Resources.

Employees are expected to adhere to the conditions of the contract until it has been terminated legally or by mutual consent.

The employee maybe released from the contract, but they "...must give at least **thirty (30) days written notice**. Failure to give such notice will result in an assessment of \$500 to be deducted from the last paycheck and may result in attachment of a letter that precludes future employment with the District."

REASON FOR RESIGNATION

- Leaving education
- Relocating out of district/state
- Retirement
- Transferring to another Utah district
- Other *(please explain)*

DISPOSITION OF FINAL CHECK: Send To School Mail To Home Will Pick Up In Payroll

_____ Employee Signature _____ Date

To be completed by the Principal.

Absences used and not yet reported to Payroll:

Date(s): _____
Reason: _____

Year-Round School Information:

Track _____
Parent/Teacher Conference Dates Worked _____

Professional Development Days Payoff Form forwarded to appropriate Area Executive Director. **Yes** **No**

_____ Principal Signature _____ Date