



**RESIGNATION**

(Personnel and Management)

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1. Marlborough Public School employees may discontinue their service in the school system by submitting a written notice of intent to resign to the Superintendent of Schools. Individuals employed pursuant to an Employment Contract or under the provisions of a Collective Bargaining Agreement shall comply with any and all terms applicable to resignation from employment.
2. Employees who are not covered by either an individual Employment Contract or a Collective Bargaining Agreement may resign for any reason by submitting at least twenty (20) working days written notice.
3. Upon receipt of any letter of resignation, the Superintendent shall provide a letter of acceptance of said resignation on behalf of the Marlborough Public School District along with a reminder of the applicable notice period.
4. The Superintendent may release for good reason a staff member with less than the total number of days set forth in the applicable notice period.

Legal Reference:

Approved: 4/14/92  
APPROVED 8/30/16  
Approved: 5/26/20