

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**POLICY No. 410
CLASSIFIED STAFF**

RESIGNATIONS

When a classified employee makes the decision voluntarily to terminate employment with the Carson City School District, at least ten days written notice of the resignation shall be given to the supervisor or principal, who shall send a copy of the termination notice to the personnel office.

In all cases of resignation, the employee who has resigned may elect to receive final payment for services at the next regularly scheduled pay period or at the termination of a period of time, after the cessation of services, equal to the employee's accumulated annual leave. In either case, the effective date of resignation shall be the date on which final payment of services is received. It shall be the responsibility of the supervisor or principal to verify separation pay and to notify the payroll department and Director of Personnel.

The identification card issued the employee must be turned in to the personnel office upon termination.

Adopted: August 29, 1979