

**EMPLOYEE RESIGNATIONS**

When a teacher wishes to resign he/she should submit a written resignation by letter to the Superintendent giving as much advance notice as possible, and indicating the date he/she desire to terminate his/her employment and his/her reason for resigning. It shall be the policy of the Board of Education to accept resignations only upon the recommendations of the Superintendent of Schools. Teachers have until fifteen (15) days following the first Monday in June to resign without penalty. The Superintendent shall exercise his best judgment as to whether a suitable replacement can be found for said teacher if the teacher resigns after the statutory deadline and make his/her recommendation on that basis.

**REFERENCE: 70 O.S. §6-101**