

CLARK COUNTY SCHOOL DISTRICT REGULATION

R-4360

RESIGNATIONS: ALL EMPLOYEES

- I. The Chief Human Resources Officer or designee may accept resignations from employees whether voluntarily submitted or occurring by operation of the rules of the Clark County School District. A voluntary resignation is final upon its submission.
 - A. The resignations of all licensed employees and administrators on the Unified Administrative Salary Schedule shall be reported to the Board. A resignation may be rescinded only upon the approval of the Chief Human Resources Officer or designee.
 - B. The resignation of a support professional or school police employee may be rescinded only upon the approval of the Chief Human Resources Officer or designee.
- II. An employee who wishes to resign shall do so in the Human Capital Management (HCM) System by accessing Employee Self Service and initiating the separation.
 - A. The resignation will be submitted in the HCM System and routed to the appropriate department within the Human Resources Division for approval.
 - B. The employee will provide advance notification of ten (10) working days, whenever possible.
 - C. Once the resignation has been received by the Human Resources Division, it will become effective on the date indicated by the employee.
 - D. An employee may not withdraw the resignation once it has been submitted.
 - E. A resignation may be rescinded only upon the approval of the Chief Human Resources Officer or designee.
- III. Resignations submitted by licensed employees and administrators will be presented as an information item to the Board of School Trustees. Resignations submitted by support professionals and school police employees will be processed by the appropriate administrator in the Human Resources Division.

- IV. An employee's absence for five (5) consecutive days without notification of the immediate administrative supervisor or administrator and approval of the immediate administrative supervisor shall constitute an involuntary resignation effective the first day of the absence. An intent to process an employee's involuntary resignation will be brought to the employee's attention in writing.

Review Responsibility: Human Resources Division
Adopted: [4153/4753:10/74; 6/77; 4443:8/74; 6/77
4444:6/72; 6/77]
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