

Policy: Resignations	Number: 617.01
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Cross Reference: N/A	Issued: 09-01-00

1. All instructional personnel who are intending to resign or resign due to retirement shall give written notice of resignation at least thirty (30) calendar days prior to the beginning of a term for which the employee is scheduled to be employed and which is the last term of employment prior to resignation. Each instructional staff member shall complete all instructional duties and be cleared by the president or designee for any term started, except by written mutual agreement of both parties.
2. All other personnel who are intending to resign or resign due to retirement shall give written notice of resignation at least thirty (30) calendar days prior to the effective date of resignation, except by mutual written agreement between the employee and the President.
3. Any employee who is giving notice to ISTC of resignation due to retirement shall be responsible for also giving timely notice to the Teachers' Retirement System of Alabama and for completing and signing all appropriate forms.