

Monroe 2-Orleans BOCES Policy
Series 5000 – Personnel
Policy #5180 – RESIGNATION OR RETIREMENT

Each certified staff member who leaves service voluntarily shall submit a letter of resignation, including the effective date, to the District Superintendent through the immediate supervisor. A minimum of thirty (30) days' notice prior to the effective termination date is required in accordance with law for all voluntary separations. However, it is expected that, whenever possible, certified personnel will submit resignations well in advance of the required thirty (30) day notice to facilitate the recruitment and appointment of a replacement.

For classified employees, a minimum notice of ten (10) working days is required for voluntary separation.

In accordance with BOCES policy and/or contract in effect at the time, those staff members contemplating retirement should notify the District Superintendent well in advance of the expected retirement date.

Executive Law Sections 3012, 3019-a, and 3031

Adopted: 7/13/1999
Revised: 5/13/2009
Review: 10/19/2011
Reviewed: 9/17/2014
Reviewed: 9/20/2017
Revised: 9/21/2020
Reviewed: 9/27/2023