

Resignation of Support Staff

In those cases where a classified employee submits a voluntary resignation, the employee shall be required to give two weeks' written notice. Failure to comply with this requirement may result in forfeiture of any termination benefits. Exceptions may be granted for extenuating circumstances upon application to and approval by the [administrator](#) or designee.

If an employee resigns for health reasons, a doctor's letter shall be required stating that the reason for quitting is due to a health problem.

If an employee resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the [administrator](#) is delegated the responsibility for immediately notifying the Colorado Department of Education (CDE) and for providing any information requested by the department concerning the circumstances of the resignation. The [charter school](#) also shall notify the employee that information concerning the resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

LEGAL REFS: C.R.S. 19-3-301 *et. seq.* (Child Protection Act of 1987)
C.R.S. 22-32-109.7

First Reading Date: 1-8-2002

Second Reading Date: 2-5-2002

Adoption Date: 3-5-2002

Lake George Charter School