

Personnel**Professional Staff****Separation from Employment**

Professional staff members who for any reason intend to resign or retire are encouraged to indicate their plans to the Board as early as plans may become firm and the decision to leave the District is made. Resignations generally become effective at the end of the school year in which they are submitted. Resignations to become effective earlier than at the end of the school year, require a release by the Board and must be considered on an individual basis. All resignations shall be submitted to superintendent and shall be in compliance with provisions of the current certified staff handbook.

Professional staff member shall be terminated/laid off in accordance with state law and provisions of the current certified staff handbook.

Legal Reference:	Section 118.19	Wisconsin Statutes
	Section 118.20	Wisconsin Statutes
	Section 118.21	Wisconsin Statutes

Policy Approved: **August 19, 1987**

Policy Revised: **September 22, 2014**