

Proc. 3-14

VOLUNTARY SEPARATION/RELEASE FROM EMPLOYMENT

Employees who wish to terminate employment will notify the Human Resources Department in writing, but only after such action has been reported to and discussed with the principal or educational unit supervisor. Subject to the approval of the Governing Board, certified employees shall be permitted to resign while under contract providing the district is given 30 days notice and providing a suitable replacement can be found.

Resignation Prior to Contract End Date

In the event a certified staff member finds it necessary to request a release or to resign prior to the contract end date the following procedure will apply:

- A. All requests for release/resignations must be submitted in writing to the Director of Certified Personnel including the reason for the request.
- B. Employees released from their contract during the first 30 calendar days after execution of the signed contract/letter of intent, or June 30th, whichever comes first, will not be subject to a fee or penalty.
- C. Except for the following circumstances, employees released from their contract on or after the 31st calendar day after execution of the signed contract or letter of intent may incur a penalty of \$2,000.00
 - Family obligations necessitate relocation outside the Phoenix Metro area
 - Employee is not eligible for medical leave and sustains personal illness/injury
 - Employee changes job classifications within Phoenix Union High School District
- D. Employees may submit a written request to waive the penalty to the Director of Certified Personnel. If the waiver is denied, the employee may submit a written appeal within 10 days of the denial to the Assistant Superintendent of Human Resources, whose decision shall be final with no further avenue of appeal.