

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** 2.60 Resignations  
**Revision Date:** 3/13  
**Policy References:** Education Code Sections 87730 and 88201

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1. Resignations shall be submitted in writing, signed and dated, and shall expressly state the date set for resignation. The resignation shall be submitted to the employee's immediate supervisor; the supervisor shall then submit the resignation to the College or District chief executive officer and the Office of Human Resources. An employee shall have up to twenty one (21) days from the date of submission to rescind the resignation.
2. The Board shall accept resignations of any employee, and will fix the time when the resignation is to take effect. By law, this date may not be later than the close of the academic year during which the resignation has been received by the Board.
3. A classified employee wishing to resign shall provide the District at least two weeks' notice of his/her intention to leave, unless the Board consents to his/her leaving sooner.
4. The Board delegates to the Chancellor the authority to accept resignations on its behalf at any time. Resignations shall be deemed accepted by the Board when accepted in writing by the Chancellor. All such resignations shall be forwarded to the Board for ratification.