

**RESIGNATION**

The Livingston Parish School Board shall require any employee who wishes to terminate his/her employment with the School Board to submit a letter of resignation to the Superintendent or his/her designee. The Superintendent shall accept any letters of resignation on behalf of the School Board and such resignation shall be considered effective upon receipt by the Superintendent.

Any employee who intends to resign after the end of the school session shall be urged to submit his/her letter of resignation as soon as possible.

Revised: October 4, 2012

Ref: La. Rev. Stat. Ann. §17:81; Board minutes, 10-4-12.