

6Hx19-2.40 RESIGNATION/RETIREMENT

The purpose of this Board Rule is to establish Board policy as to the resignation of an employee.

A signed contract for employment should be considered equally binding on both the District Board of Trustees and the employee. Written requests for resignation or retirement should be submitted in sufficient time to allow the Board to seek a satisfactory replacement. Letters of resignation or retirement should be addressed to the College President with a copy to the immediate supervisor and the human resources office.

Non-contract and hourly employees should give at least two weeks' written notice prior to leaving, excluding any accrued vacation leave.

An employee's last day of employment is usually the last day the employee is physically present at work. An employee is entitled to be paid accrued vacation in accordance with District Board of Trustees Rule 6Hx19-2.19, *Vacation Leave*.

An employee retiring from PHSC who meets the criteria for retirement as stated in Board Rule 6Hx19-2.53, *Payment of Accumulated Leave at Retirement or Death*, may also be eligible for payment of a percentage of sick leave balance and extra hours of accrued vacation leave balance.

Rule Adopted: 2/1/73; 8/25/75; 11/19/79; 12/16/85; 11/16/87; 10/21/97; 3/23/99;
■09/02/08; 09/25/18

Effective Date: 2/1/73; 10/7/75; 11/19/79; 12/16/85; 11/16/87; 10/21/97; 3/23/99;
■09/02/08; 09/25/18

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65

Other References:

Law Implemented: Florida Statutes: 1001.65(1) (2) (4) (18) (43) (44);
1001.65(1) (3) (16) (24)

Proposer: Timothy L. Beard, President

■President's Cabinet Approval – Non-Substantive/Editorial