

RESIGNATIONS

When a non-contracted employee chooses to resign, two weeks written notice should be given. When a contracted employee chooses to resign, thirty days written notice should be given. Oral resignations given to a principal/pastor are binding and are accepted when made. They should be documented. The principal/pastor is to notify the Catholic Schools Office immediately.

NOTE: If the employee fails to give thirty days written notice, 1/190 of the employee's annual salary for each school day of the notice period less than thirty may be withheld.