# GREENWICH STOW CREEK PARTNERSHIP SCHOOLS FILE CODE: 4217

**POLICY MANUAL**

**Policy**

TERMINIATION AND RESIGNATION

All administrative employees must give at least 30 calendar days’ notice of intent to terminate employment. This notice period shall not include vacation or other personal leave time. Any employee affected by this policy who has accrued time shall be paid for same as part of the last paycheck.

Any employee of the district who terminates his/her employment of his/her own volition or is released by the board for cause will forfeit all benefits accrued during his/her employment.

If an employee returns to the employ of the Board of Education after having had prior service, said employee will begin with the same benefits as any other new employee, except as covered by New Jersey state law.

**Greenwich:**

Adopted: December 4, 2008

NJSBA Review/Update: August 2022

Readopted:

**Stow Creek:**

Adopted: November 17, 2008

NJSBA Review/Update: August 2022

Readopted:

Key Words

Termination, Resignation

**Legal Reference:** N.J.S.A. 18A:28-8 Notice of intention to resign required

**Cross References:** 4211 Recruitment, selection and hiring