

## Rescinding Resignations – Licensed

Current licensed employees may request to rescind (cancel) their resignation according the following guidelines:

1. The employee must submit, in writing, a formal letter to their Principal/Director requesting to rescind their resignation.
  - a. Prior to the written request the employee should consult with their Principal/Director regarding the pending request.
2. The Principal/Director, upon receipt of the employee's request, shall:
  - a. Determine position availability.
    - i. Consider program and staffing needs of the school.
    - ii. Positions for which a job offer has been extended may not be rescinded unless the candidate declines the offer of employment.
    - iii. *Positions for which a job offer has been extended and accepted may not be rescinded.*
    - iv. The Principal/Director may, upon their sole discretion, deny any request to rescind a resignation.
  - b. Decide the outcome of the employee's request.
    - i. The Principal/Director should contact a Human Resource Administrator to discuss the request along with its potential implications.
    - ii. Should the Principal/Director deny the request, they shall notify the employee of their decision in writing.
    - iii. If the Principal/Director approves the employee's request, the Principal/Director shall forward the employee's letter and request that the employee's resignation be rescinded to a Human Resource Administrator in writing.