

## **Administrative Procedure 408**

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### **RESIGNATION AND RETIREMENT OF TEACHERS**

#### **Background**

In order to plan for the needs of the division, teachers that plan to resign or retire from the staff of the division are encouraged to provide notice as soon as possible.

#### **Procedures**

1. Letters of retirement or resignation must be submitted in writing to the Superintendent.
2. Requests for consideration of a resignation with less notice than is required by the School Act will be considered by the Superintendent on an individual basis.