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Reference: *Education Code Section 87330, 88201;*  
*Mahoney v. Board of Trustees (1985) 168 Cal. App. 3d 789*

The Board hereby delegates to the Chancellor or his/her designee the authority to accept resignations on its behalf, and to fix the time when the resignation takes effect, pursuant to law.

Employee resignations shall be in writing. Resignations shall be deemed accepted by the Board on the date received by the Chancellor or his/her designee. Once a resignation is accepted by the Chancellor or his/her designee, it is not revocable by the employee.

The last day of work for resigning employees shall be as specified in the employee's resignation or, if not specified, on the date the resignation is received by the Chancellor or his/her designee, but in no case shall the effective date be later than the end of the fiscal year in which the resignation is received.

Resignations shall be placed on the Board meeting agenda for ratification at the next regular Board meeting.

Board approval date: 8/22/17