

## **District Employee Application Deadlines:**

### **General Leave/Other Leave**

Fall Winter

Requested By: March 1 October 1

Decision By: March 15 October 15

### **Sabbatical Leave**

Fall Winter

Requested By: February 1 (for fall start) October 1 (for January start)

Decision By: March 15 October 15

Declined by: May 15 November 15

### **Educational Leave**

Requested By: April 1 (for fall start) November 1 (for January start)

Decision By: April 15 November 15

**Retirement Bonus Requests** February 1 for following contract year  
February 15-District Notification of acceptance/denial

**Special Grant Fund** September 15 for Fall March 1 for Spring

**Education Travel Credit Request** Once request is received, a decision will be made within ten (10) working days of receipt of request. The report will be submitted within thirty (30) days of completion of the travel.

**Resignations: Licensed Personnel-Please refer to the Damage Provision of your contract.** Must give written notice to the Board of education no later than 30 days prior to the commencement of the succeeding academic year...or after the beginning of the academic year, at least 30 days written notice to the Board requesting your wish to be relieved of the Contract as of a certain date. The District reserves the right to enforce the 1/12th pay deduct if the terms of the licensed contract are not followed.

Please submit your letter of resignation to Human Resources so that we can present your request to the Board of Education.

**Classified:** A signed, dated letter of resignation request needs to be submitted to Human Resources for presentation to the Board.