



# Notice of Resignation

## FOR PGCEA STAFF ONLY

Name: \_\_\_\_\_ EIN \_\_\_\_\_

Present Position(i.e. Math, 1<sup>st</sup> Grade): \_\_\_\_\_ Present Work Location: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Phone Number: \_\_\_\_\_

Years of experience (including present year) in Prince George's County: \_\_\_\_\_

**MY PLANS FOR THE NEXT SCHOOL YEAR ARE INDICATED BELOW:**

I plan to resign effective \_\_\_\_\_ (date)

REASON(S): \_\_\_\_\_  
\_\_\_\_\_

**NOTE:** *Written notice of your intent to separate from Prince George's County Public Schools should be attached to this form.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Information Regarding Resignation Deadlines**

- 1) **Note: We encourage all PGCEA members to provide the** Division of Human Resources with advance notice of their pending separation so we can adequately prepare our staffing plans for the upcoming school year. We are requesting that all resignation notices be submitted by **February 15** so we can ensure that the appropriate staffing is in place for next school year. As stated previously and outlined in the PGCEA agreement, submission of your advanced separation notification will ensure that your health insurance continues until **August 31**.
- 2) **A NON-TENURED TEACHER** (first, second, and third year teacher holding a regular certificate) who wishes to terminate his/her contract without prejudice must do so by giving written notice to the Board of Education **no later than May 1 of the current school year**.
- 3) **A CONDITIONALLY CERTIFIED TEACHER** has a contract that automatically expires at the end of each school year. A provisional contract is subject to renewal on a yearly basis by the Board of Education. Provisionally certified teachers who wish to resign should submit written notice at the earliest possible date and **no later than June 1 of the current school year**.
- 4) **A TENURED TEACHER** who wishes to terminate his/her contract without prejudice with the Board of Education must give written notice to that effect **no later than July 15 of the current school year**.

***Completed forms should be sent via fax to 301-952-6476 or via pony to the Sasscer Administration Building, Room 111.***

**FOR HUMAN RESOURCES USE ONLY**

HR Representative: \_\_\_\_\_ Date Received: \_\_\_\_\_