

C – 260 REQUEST FOR RELEASE FROM CONTRACT/RESIGNATIONS

All professional staff under contract with the Unit are expected to fulfill the entire term of the contract.

Request for Release from Contract: When a member of the professional staff requests a release from contract, the Board may exercise one of three options:

1. Grant an unconditional release from contract.
2. Deny temporarily or table the request with the understanding that the administration will be directed to facilitate the granting of the request by seeking an adequately qualified replacement.
3. Deny the request.

No release from contract shall be deemed granted until the Board has unconditionally approved it.

Liquidated Damages and Breaches

Any release from contract or breach of contract is subject to a payment of liquidated damages to the Unit. The following sum shall be paid by a teacher requesting a release from contract that is approved by the East Central Board.

May 15 th – June 30 th	\$500
July 1 st – July 15 th	\$1,000
July 16 th – July 31 st	\$1,500
August 1 st – August 15 th	\$2,000
August 16 th – end of term	\$2,500

The fee (pro-rated for part-time contracts) must accompany the request in order for the release to be considered.

Any teacher who has not been granted a release by the Board and who fails to fulfil a teaching contract with the Unit will be reported to the Education Standards and Practices Board.

Nothing contained herein shall be construed to obligate the Board to release the teacher upon payment of the above amount. The Board may, in its sole discretion, waive part or all of such liquidated damages.

Granting Release from Contract: The Board may grant a release from contract for the following reasons:

1. Reasons of personal health whereby a physician's statement supports the request.

2. Serious illness or death in the immediate family that requires the teacher's absence for an extended period of time.
3. The Board may, in its sole discretion, grant release from contract for other reasons.

Resignation

Professional staff members who decide to leave the employment of the Unit at the end of their current contract are requested to submit a written resignation to the Director. The resignation shall indicate clearly the date upon which it is intended to be effective. No resignation shall be deemed effective until the Board has approved it.

ORIGINAL POLICY MANUAL