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**Administrative Procedure**  
Chapter 7 – Human Resources

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**AP 7350 RESIGNATIONS**

**References:**

Education Code Sections 87730 and 88201

The Superintendent-President or designee is authorized, upon behalf of the Board of Trustees, to accept the resignation of any employee and to fix the time when the resignation takes effect which shall be no later than the end of the current academic year. Resignations and acceptances shall be reported to the Board of Trustees for ratification. Resignations shall be irrevocable once accepted by the Superintendent-President or designee.

The District, through its Human Resources staff, will encourage employees to participate in an exit interview when resigning.

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**Approved:** October 22, 1991

**Revised:** May 22, 2019; November 8, 2023

*(Replaces former LBCC AR 3029)*