



## CONTRACT EMPLOYEES RESIGNING DURING SCHOOL YEAR

*IMPORTANT: PLEASE READ CAREFULLY*

Contract employees are expected to abide by the terms and conditions of their employment contracts. When a contract employee fails to complete the contract, the District may recommend sanctions through the State Board of Educator Certification (SBEC). If sanctions are imposed by SBEC, the educator’s Texas certificate will be suspended for **one calendar year from the date of contract abandonment**. However, a contract employee may request the District to consider a release from their contract for good cause.

**RELEASE from CONTRACT:**

See chart below for acceptable reasons and documentation requirements to be considered for a release. You may submit supporting documentation along with your Contract Release Request Form to your campus administrator. If you prefer, confidential supporting documents should be submitted directly to Human Resources along with a copy of your Resignation Letter and Contract Release Request Form. While you may submit your Contract Release Request Form without the supporting documentation, this may cause a delay in receiving the District’s decision of either granting a release or recommending sanctions. If supporting documentation is not received within seven days from submitting your Contract Release Request Form or if you elect not to provide supporting documentation, the District will proceed with sanction recommendation. If you need additional time to supply your documentation, please contact Human Resources.

Reason (including but not limited to):	Acceptable Sources of Documentation
<p><b>Medical or Health</b></p> <ul style="list-style-type: none"> <li>• Involving self or care of family member Examples: child, parent, grandparent, spouse</li> </ul>	<p>Medical documentation from a treating physician attesting to the medical or health issue(s) for self or the individual listed. Documentation should provide sufficient details for the district to make an informed decision. Examples: diagnosis, impairment, physical or mental condition, or any regimen of continuing treatment</p>
<p><b>Relocation</b></p> <ul style="list-style-type: none"> <li>• Due to a change in employer caused by promotion/job offer of spouse or significant other</li> </ul>	<p>Family Member’s Job Offer: official job offer letter noting the business/organization’s location and address</p>
<p><b>Significant Change in Family Needs</b></p> <ul style="list-style-type: none"> <li>• Due to medical/health condition of a family member which requires the educator to relocate or devote more time than allowed by current employment</li> </ul>	<p>Medical documentation from a treating physician attesting to the medical or health issue(s) for the individual listed. Documentation should provide sufficient details for the District to make an informed decision. Examples: diagnosis, impairment, physical or mental condition, or any regimen of continuing treatment</p>



# CONTRACT RELEASE REQUEST FORM

Completion of this form indicates your voluntary resignation/retirement from PISD after the 45 day grace period

Date: \_\_\_\_\_ Last Name, First: \_\_\_\_\_

Employee ID# \_\_\_\_\_ SS# XXX-XX-\_\_\_\_\_ email: \_\_\_\_\_

Job Title: \_\_\_\_\_ Current campus/Department: \_\_\_\_\_

I wish to offer my resignation/retirement from employment with PISD effective: \_\_\_\_\_ (this is the last duty date)

Reason for Resignation:      Other Employment      Retire from TRS      Remain at home  
Change career fields      Relocating from Houston      Other (Specify) \_\_\_\_\_

## **TEACHERS AND CONTRACT EDUCATORS**

(Texas Education Code Sections 21.105, 21.160, and 21.210)

- (a) A teacher employed under a probationary contract for the following school year, a continuing contract, or a term contract, may relinquish the position and leave the employment of the district at the end of a school year without penalty by filing with the board of trustees or its designee a written resignation not later than the 45<sup>th</sup> day before the first day of instruction of the following school year. A written resignation mailed by prepaid certified or registered mail to the president of the board of trustees or the board's designee at the post office address of the district is considered filed at the time of mailing.
- (b) A teacher employed under a probationary, continuing, or term contract may resign, with the consent of the board of trustees or the board's designee, at any other time.
- (c) On written complaint by the employing district, the State Board of Educator Certification may impose sanctions against a teacher employed under a probationary, continuing, or term contract who: (1) resigns; (2) fails without good cause to comply with subsection (a) or (b); and (3) fails to perform the contract.

### ***My signature below acknowledges I understand the following:***

- ◆ I am requesting to be released from my current contract because of a resignation/retirement after the 45 day grace period in accordance with Texas Education Code Sections 21.105, 21.160, and 21.210.
- ◆ I am submitting the request 45 days prior to my anticipated last day worked.
- ◆ If my resignation/retirement and supporting documentation are not submitted in a timely manner, I understand the District may not release me from my contract or may sanction my teaching certificate in accordance to Texas Education Code Sections 21.105, 21.160, and 21.210.

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

Date: \_\_\_\_\_

Principal/Supervisor Acknowledgment: \_\_\_\_\_

Date: \_\_\_\_\_