

Wood County Educational Service Center

1867 N. Research Drive, Bowling Green, OH 43402

phone: 419.354.9010 fax: 419.354.1146

Employee Resignation Form – Regular & Supplemental Jobs

Printed Name: _____
Last First Middle

Job Title: _____ Work Location: _____

Effective Date of Resignation for TIME SLIP employees: _____
List the date **AFTER** your last work day.

Effective Date of Resignation for SALARIED employees resigning PRIOR to the end of their contract: _____
List the date **AFTER** your last work day.

Effective Date of Resignation for SALARIED employees resigning at the END of their contract: _____ Stretch Pay - YES

If you DO want your pay stretched over the summer, list the effective date of August 5th if you are a teacher or paraprofessional, or July 31st if you are an administrator. If you have ESC insurance, your coverage will end at midnight on the last day of August for Teachers & Paraprofessionals, and July for Administrators.

Effective Date of Resignation for SALARIED employees resigning at the END of their contract: _____ Stretch Pay - NO

*If you do NOT want your pay stretched over the summer, list the effective date as the day **AFTER** your last day of work. If you have ESC insurance, your coverage will end at midnight on the last day of the month you resigned.*

Indicate Reason for Resignation:

- | | | |
|---|--|---|
| <input type="checkbox"/> Accepted New Job | <input type="checkbox"/> Relocation | <input type="checkbox"/> Completion of Assignment |
| <input type="checkbox"/> Returned to School | <input type="checkbox"/> No Reason Given | <input type="checkbox"/> Decline Assignment |
| <input type="checkbox"/> Dissatisfaction with Job | <input type="checkbox"/> Other: _____ | |

Upon resignation, you must surrender all property of the Wood County Educational Service Center, which includes, but is not limited to; cell phone, laptops, software, keys, manuals, etc. to your supervisor.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Upon completion, please return to: Wood County E.S.C., Office of the Executive Secretary.

Board Action Date: _____