

Title:	Early Termination	Related Policies:	
Number:	3.11	Related Procedures:	
Status:	approved	Adopted:	6-20-09
Owner:	Shuaib Hanief (Interim Director)	Accounting:	
Last Revised:	5-6-09 – first read 6-20-09	Legal:	US Charter Schools IIIB
<b>Policy Detail</b>			

In the event an employee finds it necessary to resign during the school year, the employee shall give written notice to the Executive Director as soon as possible and at least thirty calendar days before the effective date of resignation.

In the event of termination of employment prior to the end of an employment contract, the employee shall be entitled only to the prorated salary and benefits earned through the last date of employment.

Employees who terminate employment with Amana Academy prior to the end of their contract date will be required to reimburse Amana Academy for all education payments received during the preceding twelve (12) months. For example, if employee receives payments in May and August, and departs that October, he/she would be responsible for both payments. If departure were to occur the following June, the employee would have to reimburse only the August payment to Amana Academy.

All professional development must be approved by the Executive Director before employees can commit to any training or program. Unapproved training is not eligible for reimbursement.