

**INTENT TO REMAIN with PVSD for 2022-2023: CERTIFICATED STAFF FORM- (Prob. 1, 2, and Permanent)**

**Current School Year: 2021-2022**

Per CA ED Code sections 44420, and 44842 failure to notify PVSD of intention to resign prior to **July 1<sup>st</sup>** constitutes acceptance of contract for **2022-2023** school year; late resignations may be subject to CTC notification and suspension of credential.

**SECTION 1 - Employee Information**

Last Name:	First name:	Employee ID:
Current Site:	Current Assignment:	

**SECTION 2 - Notification of Intentions for 2022-2023 (Only select one)**

1.  **\*CHECK THIS BOX IF YOU INTEND TO REMAIN IN CURRENT POSITION, CURRENT SCHOOL SITE.  
(\*TURN IN THIS NOTICE TO YOUR SAA & NO FURTHER ACTION NEEDS TO BE TAKEN FROM YOUR PART\*)**

If you intend to leave or separate from employment with PVSD, please complete all Sections of this form return to your supervisor/SAA. Also Complete the Resignation-Retirement Form attached - Return to SAA and Email to:

[ntorres@pleasantvalleysd.org](mailto:ntorres@pleasantvalleysd.org) or send to  
Human Resources Department  
600 Temple Avenue, Camarillo, CA 93010

2.  I am presently on Unpaid Leave of Absence and INTEND TO RETURN to my position in **2022-2023**.
3.  I am requesting an Unpaid Leave of Absence for the **2022-2023** school year.  
Reason for request:
4.  I am resigning/retiring from PVSD at the end of the school year and will not return for the **2022-2023** school year. (Resignation-Retirement Form-  Attached  Not Attached, will complete and contact HR)

**SECTION 3 - Signature and Acknowledgement**

I hereby request the personnel action indicated above and acknowledge the submission deadlines below.

Signature \_\_\_\_\_

Date \_\_\_\_\_

You must use this form to notify the District of your intent to return in adherence with Ed Code (below).



**EDUCATION CODE 44842.** (a) Except as set forth in subdivision (b), if, without good cause, a probationary or permanent employee of a school district fails prior to July 1 of any school year to notify the governing board of the district of his or her **intention to remain** or not to remain in the service of the district, as the case may be, during the ensuing school year if a request to give such notice, including a copy of this section, shall have been personally served upon the employee, or mailed to him or her by United States certified mail with return receipt requested to his or her last known place of address, by the clerk or secretary of the governing board of the school district, not later than the preceding May 30, the employee may be deemed to have declined employment and his or her services as an employee of the district may be terminated on **June 30** of that year.

(b) (1) In the case of an employee of a year-round school serving in a track that starts within 14 days of July 1, and serves in a position requiring certification qualifications, if the school district has, by April 30, requested that the employee notify the school district by June 1, of that year of his or her intention to remain or not to remain in the service of the school district for the following school year, and the employee, without good cause, fails to provide that notice, the school district may deem the employee to have declined employment and may terminate his or her services as an employee of the school district on June 30 of that year. An employee who gives notice of resignation pursuant to this paragraph after May 31, but before June 30, shall be released from his or her contract within 30 days of the employee's notice, or as soon as a replacement employee is obtained, whichever occurs first.

(2) The request for notice sent to the employee by the school district pursuant to this subdivision shall be in writing and shall, along with a copy of this section, be either personally served upon the employee, or mailed to him or her by United States certified mail with return receipt requested to his or her last known address, by the clerk or secretary of the governing board of the school district.

(c) If, without good cause, a probationary or permanent employee of a school district fails to report for duty at the beginning of the ensuing school year after having notified the governing board of the district of his or her intention to remain in the service of the district in accordance with the procedures specified above, the employee may be deemed to have declined employment and his or her services as an employee of the district may be terminated on the day following the 20th consecutive day of absence. No school district may terminate any employee pursuant to this subdivision unless the district has specifically notified the employee, at least five days in advance, of the time and place at which the employee was to report to work, and the employee did not request or was not granted a leave of absence authorized by the governing board of the district.

This subdivision is applicable only to employees who were on leave of absence for 20 or more consecutive working days after April 30 of the previous school year.

*(Amended by Stats. 1998, Ch. 533, Sec. 1. Effective January 1, 1999.)*

**EDUCATION CODE 44420**

(a) If any person employed by a school district in a position requiring certification qualifications refuses, without good cause, to fulfill a valid contract of employment with the district or leave the service of the district without the consent of the superintendent, if any, or the governing board, of the district except in the manner provided for by law, the commission may, after proof of this fact is made to it, take an adverse action on the credential holder but may not suspend the credential for more than one year or revoke the credential.

(b) If the credentials issued to the person by the commission have been subject to adverse action pursuant to subdivision (a), the commission may, if the credentials again become subject to suspension under this section, suspend the credentials for not more than two years.

(c) The commission shall investigate allegations brought under this section in accordance with Section 44242.5.

*(Amended by Stats. 2001, Ch. 342, Sec. 29. Effective January 1, 2002.)*

**PVSD AR 4112.1 Personnel intent to return**

**Employee Notification-By May 15** of each year, each classroom teacher shall notify the Superintendent or designee of his/her intent to return to a teaching position for the next school year. (Education Code [44832](#))

An employee on leave of absence shall notify the district of his/her intent to remain in service the following year in accordance with law, Board policy and administrative regulation.

