

Upcoming Events and Opportunities – LICENSED EARLY NOTIFICATION

Valued Licensed Employee:

The Human Resource Department is contacting you with important information regarding upcoming events and opportunities.

LICENSED EARLY NOTIFICATION (Resignation or Retirement)

Licensed employees resigning/retiring at the end of the current contract year, who give official early notification in **SKYWARD – EMPLOYEE ACCESS**, will be eligible for a tiered incentive. To qualify, notification must be submitted **on or before** the following dates:

- **December 15, 2023 \$500.00**
- **January 15, 2024 \$300.00**
- **February 15, 2024 \$200.00**

The incentive will be paid on the last regular paycheck. Notifications of resignation/retirement received after the dates listed above will not qualify for an incentive. The official District “Notice of Resignation” form is found in Skyward Employee Access under “Task Processes”. Please see District policy [DP318](#) for more detailed information regarding resignations. If you do not know your Skyward username or password please contact the Help Desk at 801-567-8737.

Licensed employees who do not submit an official “Notice of Resignation” form in Skyward Employee Access with at least thirty (30) calendar days’ written notice WILL BE FINED \$500, which will be deducted from their final check. Informing your principal/school administrator either verbally or in writing is not sufficient. See District Policy [DP318](#) – Resignations - Licensed.

School/District Administrators must submit an official “Notice of Resignation” form in Skyward Employee Access with at least sixty (60) calendar days’ written notice WILL BE FINED \$500 in accordance with District Policy [DP318A](#) – Resignations-Administrators.