

ARTICLE 28 – RESIGNATION AND PRESUMPTION OF RESIGNATION

- 28.1 Notice of Resignation. An employee may resign from service and should present, at least fourteen (14) days in advance of the effective date, his/her resignation verbally or in writing.

An employee may request to withdraw a resignation once submitted, by providing a written request of the withdrawal to his/her Appointing Authority for consideration within seventy-two (72) hours after the resignation was submitted, including the reason for such request. The response from the Appointing Authority will include the reasons for the acceptance or denial of the request for withdrawal of resignation. Such requests will not be denied absent a non-arbitrary business reason as determined by the University.

This option may be exercised only once per employee. Nothing in this Article limits a supervisor's ability to address employee concerns, training, performance or behavior issues.

Resignation is a serious action and employees contemplating resignation are encouraged to contact their Union representative prior to submitting their letter of resignation.

- 28.2 Presumption of Resignation. An employee who is absent without authorized leave or contact for more than three (3) consecutive workdays will be presumed to have abandoned his/her position. The employee will be notified in writing of the presumption of resignation. The written notice will advise the employee that he/she will have seven (7) days to petition the Appointing Authority in writing for reinstatement upon proof that the absence was involuntary or unavoidable. Nothing in this Article limits a supervisor's ability to address employee concerns, training needs, performance or behavioral issues.