

ARTICLE 33 RESIGNATION

- A.** Employees who voluntarily separate from employment are, by definition, considered to have resigned their employment with the University. An employee who retires or otherwise voluntarily separates from a position with the University shall be required to submit a letter of resignation as notice of termination at least fifteen (15) calendar days prior to the effective date of such resignation/termination.
1. The final paycheck (including earnings to date, overtime, compensatory time and vacation hours) shall be paid to the employee (in the form of a check) at the employee's site of employment on the day of separation when:
 - a. An employee is discharged;
 - b. An employee has a predetermined ending date; or
 - c. An employee has given at least seventy-two (72) hours notice of intention to quit
 2. When an employee does not give seventy-two (72) hour notice of intention to quit, the University shall make the final paycheck available within seventy-two (72) hours. Upon the employee's request, the final paycheck may be mailed to an address designated by the employee. If the date of pay falls on a Saturday, Sunday, or weekday holiday, actual payment may be made on the next business day. Monday through Friday will be considered business days (including Medical Centers and other 24/7 operations).
- B.** Failure to report to work without having submitted a written notice of resignation/termination shall be treated as an abandonment by the employee of his/her position with the University.
- C.** Upon submission of a notice of resignation/termination there shall be no withdrawal or stopping or estopping of the resignation/termination except by the written mutual agreement of the University and AFSCME.
- D.** If an employee fails to report for work as scheduled or as directed by his/her immediate supervisor, or to contact his/her immediate supervisor regarding absence from work, or fails to report for work following an approved leave of absence on the scheduled date of return, the University shall have the non-grievable authority and discretion to discipline the employee.

- E.** If the employee fails to report to work as scheduled or directed by his/her immediate supervisor, or fails to report for work following an approved leave of absence on the scheduled date of return, for a minimum of five (5) consecutive work days, the University may consider the employee to have abandoned his/her position and may take, at the University's sole discretion, one of the following actions:
1. Initiate discipline of the employee, which may include terminating the employee for position abandonment; or
 2. Consider and treat the employee as having resigned, effective as of the end of the last day worked.
- F.** The University shall notify the employee in writing at the employee's last known mailing address of all actions taken under the provisions of this Article.