

**ARTICLE 34
RESIGNATION & JOB ABANDONMENT**

A. RESIGNATION

Employees who voluntarily separate from employment are, by definition, considered to have resigned their employment with the University.

1. 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 15 calendar days prior to the effective date of such resignation.
 - a. Upon the employee's submission of a written notice of resignation there shall be no withdrawal or rescinding of the resignation except by the written agreement of the University and the employee.
 - b. In the event an employee provides an oral notice of resignation, s/he may rescind such notice within two (2) scheduled work days following the oral notice. Such rescission must be made to her/his supervisor, in writing. If oral notice of resignation is not rescinded within the two (2) work-day limit, there shall be no withdrawal or rescission of her/his resignation except by the written mutual agreement of the University and the employee.
 - c. With the exception of retirement, the final paycheck (including earnings to date, overtime, compensatory time and vacation hours) shall be paid to the employee in a timely manner normally ten (10) calendar days. Retirement compensation shall be provided pursuant to retirement plan regulations.
 - 1) Upon the employee's request, the final paycheck may be mailed to an address designated by the employee. Otherwise, the final paycheck shall be distributed through the employee's normal election (paper check or electronic deposit).
 - 2) 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 at all locations including Medical Centers and other 24-hour/7-day operations.
2. An employee who retires or otherwise voluntarily separates from a position with the University and does not provide at least 10 calendar days prior to the effective date of such resignation, consistent with section A.1.

above , shall be issued his/her final pay (including earnings to date, overtime, compensatory time and vacation hours) no later than the next regular pay day in which the earnings for the final date(s) of work would have been normally paid.

B. JOB ABANDONMENT/RESIGNATION

The University may treat failure to report to work for five (5) or more consecutive scheduled work days without notice as an employee's abandonment of, and resignation from, her/his University position.

1. In the case of such job abandonment/resignation, the University shall provide the employee with written notification of its intent to separate her/him. This notification shall include the reasons for the separation, the employee's right to respond to the University within fourteen (14) calendar days, and a Proof of Service. The notification shall be sent to the employee's last known mailing address.
2. At the option of the employee, her/his response may be written or may be a meeting with a designated University official who has the authority to effectively recommend reinstatement of the employee.
3. Following the employee's timely response, or if no response was provided within the fourteen (14) calendar days, the designated University official shall issue a final decision.
4. Separations for job abandonment may be grieved/arbitrated solely to determine if job abandonment as defined under this article has occurred and if the University satisfied its obligations in B.1 above.
5. If the arbitrator determines that job abandonment has occurred and the University has complied with B.1 above, they shall have no authority to overturn or modify the University's action.

- C.** 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. It is the employee's responsibility to inform their immediate supervisor in writing, or in accordance with local procedures, of any changes to his/her mailing address.