ARTICLE 44
RESIGNATION & JOB ABANDONMENT

A. Resignation

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. The letter of resignation should be submitted at least fifteen (15) calendar days prior to the effective date of such resignation/termination, if possible.

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 work location 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) hours’ 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).

3. 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.

B. Job Abandonment

The University may treat unexcused failure to report to work for five (5) consecutive scheduled work days as an employee’s abandonment of, and resignation from, his/her 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 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, his/her 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. The University’s final decision, following completion of the requirements in B.1-3 above, is not subject to the grievance and/or arbitration provisions of this Agreement.

C. The University shall notify the employee in writing at the employee’s last known mailing address of all actions under the provision of this Article.