

**ARTICLE 14
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 terminates 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/termination. Any and all compensation due and/or owing such employee may be withheld pending timely receipt by the University of such notice of resignation/termination.
- B.** 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 the employee.
- C.** 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, the University shall have sole discretion to discipline the employee.
- D.** If the employee fails to report to work as scheduled or directed by his/her immediate supervisor for a minimum of five consecutive work days, the University may consider the employee to have abandoned his/her position and may, at the University's sole discretion, initiate discipline of the employee, which may include terminating the employee for position abandonment.
- E.** 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.