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.