

**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 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 72 hours notice of intention to quit
  2. When an employee does not give 72 hour notice of intention to quit, the University shall make the final paycheck available within 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.** 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.

**C. 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 C.1 above.
  5. If the arbitration determines that job abandonment has occurred and the University has complied with C.1 above, they shall have no authority to overturn or modify the University's action.
- A.** 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.