

**ARTICLE 13**  
**PRESUMPTION OF RESIGNATION**

**13.1 PRESUMPTION OF RESIGNATION – UNAUTHORIZED ABSENCE**

An employee may be presumed to have resigned his/her position when there has been an absence without authorized leave from the job for a period of three (3) consecutive working days. Thereafter, a notice of dismissal acknowledging the presumption of resignation will be sent by certified mail to the last known address of the employee. Within seven (7) days after the notice of dismissal has been mailed, the employee may petition the Appointing Authority in writing for reinstatement upon proof that the absence was involuntary or unavoidable.