

**ARTICLE 13  
PRESUMPTION OF RESIGNATION**

**13.1 PRESUMPTION OF RESIGNATION – UNAUTHORIZED ABSENCE**

An employee may be presumed to have resigned their 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. Prior to sending the notice, the University will make a reasonable attempt to contact the employee to determine the cause of the absence. Such reasonable attempt will include calling or texting the employee at their contact phone number. Such attempts will not alter the three (3) day timeline. 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. The University will consider extenuating circumstances.