

Personnel - Classified

4434 Abandonment of Position

A classified employee who is absent from the assigned duty station for more than three (3) consecutive working days without approval from the assigned manager responsible for the administrative unit will be deemed to have abandoned the position and to have resigned. Each manager responsible for an administrative unit shall report immediately to the Chancellor the name of any employee who has such an unauthorized absence. The individual shall not be permitted to return to active service nor be reinstated following such an unauthorized absence unless approved by the Chancellor because of extenuating circumstances.