

ARTICLE XX – RESIGNATION AND ABANDONMENT

XX.1 Resignation. Employees are encouraged to provide at least two weeks' notice of resignation. A written or oral resignation may be withdrawn within twenty-four (24) hours excluding the employee's scheduled days off and holidays off, after submitting the resignation. The employee may only withdraw one resignation per position held.

XX.2 Presumption of Resignation/Abandonment.

An employee who fails to appear for work and report absence to the supervisor, in accordance with departmental policy on three (3) consecutive scheduled workdays, shall be deemed to have resigned. Notice of separation will be sent to the employee's last known address on record with the UW Payroll Office via certified mail after the third (3rd) consecutive day of absence. Prior to sending the notice, the Employer will attempt to contact the employee through current telephone and emergency contact numbers on record in Workday