

SECTION 350 – ABSENCES WITHOUT LEAVE

351 DEFINITION

Any unauthorized absence may be declared absence without leave by the supervisor and reported to the Personnel Director. Absence from duty without leave for any length of time shall be considered cause for discipline under the provisions of Section 264.

352 AUTOMATIC RESIGNATION

Absence from duty without leave for ten (10) consecutive working days shall be considered as an automatic resignation and recorded as such. The employee shall be notified in writing of such action by the Personnel Director, such notification either given to the employee personally or sent by registered mail with postage prepaid and addressed to the employee at his/her last known place of address. If satisfactory explanation is made to the Personnel Director within thirty (30) calendar days from the first day of absence, the Personnel Director, in consultation with the supervisor, may restore the employee to his/her position or place his/her name on an appropriate re-employment list.