

Abandonment of Position – Presumption of Resignation

Employees – Exempt Employee Code

CWU Policy 305-15

Effective: September 5, 2012

Policy Review Date: YEAR

Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: Human Resources

Policy Statement:

Applicability:

Content:

Policy

Appendix A - Abandonment of Position -- Presumption of Resignation Procedure

- (1) An employee may be presumed to have resigned when there has been an absence without authorized leave from the job for a period of five consecutive working days.

History:

EEAGB: 4/7/08; BOT: 6/6/08; BOT: 2/09; BOT: 6/09; Responsibility: CFO/BFA; Authority: President's Office; Reviewed/Endorsed Cabinet/PAC; Review/Effective Date: 9-5-12; Approved by: James L. Gaudino, President Reformatted and Assigned new Policy Number - Previous Policy CWUP 6-40-010, June 2025 Attached Procedure CWUR 6-40-010 as Appendix A, June 2025

Appendix A - Abandonment of Position -- Presumption of Resignation Procedure

- (1) A notice acknowledging the presumption of resignation shall be sent by certified mail to the last known address of the employee.