

Classified Personnel

Separation

Abandonment of Position

1. An employee who fails to report for three consecutive working days without permission from his/her supervisor shall be deemed to have abandoned the position.
2. An employee who fails to return from a leave of absence or vacation within three working days after the expiration date of the leave or vacation shall be deemed to have abandoned the position unless he/she has notified the personnel office, given a satisfactory explanation, and been granted approval.