

Truckee-Donner Recreation and Park District Policy Handbook

POLICY TITLE: Unauthorized Voluntary Absence
POLICY NUMBER: 219

219.10 Voluntary absence from work without permission for five (5) consecutive working days shall be considered an automatic resignation.

219.11 After three (3) consecutive days of voluntary absence from work without permission, the employee shall be notified in writing that the absence will be considered as resignation if it continues consecutively through the fifth working day. Said notice shall provide factual evidence that the employee's absence is voluntary and unauthorized and an invitation to the employee to present his/her version of the "facts" at an informal hearing before a neutral fact-finder.

219.112 Constructive resignation shall not be determined to have occurred until after the employee has an opportunity to present his/her version of the "facts" at an informal hearing before a neutral fact-finder.

219.113 The informal fact-finding hearing shall be held within ten (10) days after the end of the five consecutive days of unauthorized voluntary absence.

219.114 The neutral fact-finder shall be an impartial and disinterested decision-maker.

219.20 If the neutral fact-finder determines, as a result of the evidence presented at the informal hearing, that the employee was voluntarily absent without leave and did not have a satisfactory explanation, the employee's resignation shall be considered to be effective at the end of the fifth consecutive day of his/her unauthorized voluntary absence.

219.30 The General Manager may, prior to the informal fact-finding hearing, reinstate the employee who has been voluntarily absent without leave for five (5) consecutive days if the employee provides a satisfactory explanation. If the employee is reinstated after providing a satisfactory explanation, back pay for the period of absence may be disallowed, including the employee's use of vacation of "comp" time to cover the period of absence.