

**FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
Personnel**

Classified Personnel

VOLUNTARY RESIGNATION BY CLASSIFIED EMPLOYEES/SEPARATION

AR 4219

Written Notice

The Assistant Superintendent, Human Resources, shall provide a standard form for use by employees in filing resignations.

Absence without Leave /Voluntary Resignation

1. Automatic Resignation
2. Absence by an employee from his/her duties, without oral or written notice to the District, for a period of three (3) or more consecutive working days is deemed by the District to be an automatic resignation as of the last day on which the employee actually rendered service. Any absence without approved leave, whether with notification, or for three (3) consecutive working days or less, may still subject the employee to discipline up to and including termination.
3. When any employee is absent from his/her duties, without oral or written notice to the District, for a period of three (3) or more consecutive working days, the Superintendent or designee shall send written notice to the employee that, due to such absence, the employee is deemed to have resigned his/her employment. The notice shall be sent by certified or registered mail to the employee's last known residential mailing address and shall grant the employee fourteen (14) calendar days to request reinstatement of employment by providing the District with an explanation for the absence and failure to provide notice. The employee will only be considered for reinstatement if he/she provides an explanation which is acceptable to the District.
4. In any circumstance in which an employee requests reinstatement within the fourteen calendar day period specified in 2 (above) and upon the District's determination that the explanation provided is acceptable, the employee will be eligible for immediate reinstatement to his/her position.
5. If the employee does not receive the notice of automatic resignation, the employee must seek reinstatement within thirty (30) calendar days of the date on which he/she last rendered service. The employee will only be considered for reinstatement if he/she provides an explanation which is acceptable to the District.
6. An employee who requests reinstatement after the period provided in B.2 (above) shall only be considered for reinstatement under such terms and conditions as are deemed appropriate in the sole discretion of the District, and subject to availability of the employee's former position.
7. If the employee provides an explanation for his/her absence which is acceptable to the District, and is eligible for reinstatement, the employee must be able to return to the full range of his/her duties on the date on which he/she seeks reinstatement or must have prior approval of a continued leave of absence from the Superintendent or his/her designee.
8. Any employee reinstated under this regulation shall not be compensated for the period of his/her absence or separation and shall not accrue seniority, nor entitlement to any other benefit for his/her period of absence or separation.

Adopted: 09/06/73
Revised: 11/07/90
Revised: 11/1/07