



WEED RECREATION & PARKS DISTRICT

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POLICY TITLE: Unauthorized Voluntary Absence

POLICY NUMBER: 3480

POLICY ADOPTION DATE: 3/19/26

POLICY REVISION DATE(S):

- 3480.1 Voluntary absence from work without permission for three (3) consecutive working days shall be considered an automatic resignation.
- 3480.1.1 After two 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 third 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 a meeting with the District Administrator.
- 3480.1.1.1 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 the meeting with the District Administrator.
- 3480.1.1.2 The fact-finding hearing shall be held within ten (10) days after the end of the three (3) consecutive days of unauthorized voluntary absence.
- 3480.2 The District Administrator may, prior to the informal fact-finding hearing, reinstate the employee who has been voluntarily absent 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 or "comp" time to cover the period of absence.
- 3480.3 If the District Administrator determines, as a result of the evidence presented at the fact-finding hearing, that the employee was voluntarily absent without leave and did not have a satisfactory explanation, the employee shall not be entitled to a post-severance evidentiary hearing and the employee's resignation shall be considered to be effective at the end of the third consecutive day of his/ her unauthorized voluntary absence.