

ARTICLE ___
RESIGNATION/JOB ABANDONMENT

A. RESIGNATION

1. Academic Researchers who voluntarily separate from employment with the University, other than retirement, are considered to have resigned their employment with the University.
2. Upon the Academic Researcher's submission of a written notice of resignation there shall be no withdrawal or rescinding of the resignation except by the written mutual agreement of the University and the Academic Researcher.

3. Return of University Property

Once the resignation has been accepted, the postdoctoral scholar is obligated to return all University property including but not limited to keys, key cards, lab notebooks, laptops, external hard drives and data storage devices with the data intact. Additionally, the postdoctoral scholar shall return all research materials including but not limited to biological materials and reagents. Such return of University property shall occur on a date determined by the University but no later than the effective date of resignation. No research materials of any kind shall be taken from the University without express consent of the University.

4. Final Paycheck

If an Academic Researcher provides 14 calendar days' notice of resignation, the University shall make final paycheck available on last day of work. If the Academic Researcher does not provide 14 calendar days, the University shall make final paycheck as soon as practicable and send it to the Academic Researcher's last known home address on file.

B. JOB ABANDONMENT

1. Failure to report to work as scheduled for five (5) consecutive work days may be treated by the University as abandonment of, and resignation from, the Academic Researcher's University position.
2. Notice of Intent to Separate
 - a. In the case of job abandonment, the University shall provide the Academic Researcher with written notification of its intent to separate. This notification shall include the reasons for the separation, the Academic Researcher's right to respond

to the University within fourteen (14) calendar days, and a Proof of Service.
Tnotification shall be sent to the Academic Researcher's last known mailing address.

- b. The Academic Researcher shall have fourteen (14) calendar days from the mailing of such notice to respond to the University prior to the action of final decision. The response may, at the option of the Academic Researcher, be in writing or may be a meeting with a designated University official. The official must have the authority to effectively recommend reinstatement of the Academic Researcher.

3. Final Notice of Separation

- a. Following the Academic Researcher's timely response or failure to respond within fourteen (14) calendar days, the University official shall issue a final decision.
- b. The notice shall be sent to the Academic Researcher's last known mailing address.
- c. The University's final decision is not subject to the grievance and/or arbitration provisions of this agreement.