



## PROCEDURE

### Classified Staff – Resignation

Procedure Administrator: Associate Vice President for Human Resources  
Authority: N.J.A.C.: 4A: 2-1.1; 4A:2-2.5; 4A:2-2.8; 4A:2-6.1; 4A:2-6.2  
Effective Date: January 20, 1975, May 30, 2009, August 10, 2010; December 29, 2018;  
April 15, 2022  
Index Cross-References:  
Procedure File Number: 6111  
Approved By: Dr. Harvey Kesselman, President

### Resignation in good standing

- Any permanent employee in the career service may resign in good standing by providing at least fourteen days' written notice, unless due to extenuating circumstances, the University consents to a shorter period of notice.
- If an employee resigns without giving the required written notice, the employee will be deemed to have resigned not in good standing.
- A request to rescind the resignation prior to its effective date may be consented to at the discretion of the University.
- Where it is alleged that a resignation was the result of duress or coercion, an employee in the career service may file an appeal with the Civil Service Commission under N.J.A.C. 4A:2-1.1

### Resignation Resulting from Unauthorized Absence

- Any employee who is absent from duty for five consecutive business days without the approval of their supervisor shall be considered to have abandoned their position and shall be recorded as a resignation not in good standing.
- An employee who has not returned to duty following an approved leave of absence shall be considered to have abandoned their position and shall be recorded as a resignation not in good standing. A request for extension of leave with supporting medical documentation shall not be unreasonably denied.
- An employee that is absent from duty for five consecutive days or doesn't return to duty following an approved leave shall be notified by the University via personal service or certified mail, return receipt requested, of their resignation not in good standing, including the precise reasons. An employee in the career service is entitled to a University-level hearing under N.J.A.C. 4A:2-2.5 followed by a Final Notice and the right to appeal to the Civil Service Commission under N.J.A.C. 4A:2-2.8, except for CWA employees, who would proceed to binding mediation or arbitration pursuant to the CWA Master Agreement. An employee shall be in unpaid status pending the outcome of the disciplinary hearing(s).

Review History:

	Date
Procedure Administrator	02/16/2022
Divisional Executive	03/01/2022
General Counsel	03/28/2022
Cabinet	04/14/2022
President	04/15/2022