

5.11 UNAUTHORIZED LEAVE

This is defined as any absence from duty that has not been granted or approved in accordance with established policy or procedure. In such cases, pay is denied for the entire period of absence. However, where it is determined by the supervisor that conditions rendered prior approval impracticable, annual or medical leave shall be charged. An unauthorized absence by an employee for three (3) or more working days shall be considered as voluntary resignation and the employee will not be eligible for longevity payment.