

**CARMICHAEL WATER DISTRICT
POLICY MANUAL**

POLICY 5010: Unauthorized Absence

5010.10 Absence from work without permission for three (3) consecutive working days shall be considered an automatic resignation.

5010.10.1 After one (1) day of 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 (3rd) working day. Said notice shall provide evidence that the employee's absence is voluntary and unauthorized.