

Revised: August 26, 2026

I. Unreported Absence

1. An employee who is absent for three (3) consecutively scheduled workdays without notifying the employee's appropriate supervisor, Senior Leader, or Human Resources may be considered to have voluntarily resigned from employment without notice.
2. A scheduled workday is a day or shift on which the employee was expected to report for work. Approved leave, an authorized schedule change, or an official College closing is not an unreported absence under this procedure.
3. The employee is responsible for providing notice as soon as practicable and following applicable call-in or leave-reporting requirements. When the employee is unable to communicate, notice may be provided by another person on the employee's behalf.
4. Three consecutive unreported absences do not result in automatic separation. The College shall complete the review described below before making a final determination.

II. Review and Determination

1. The supervisor shall promptly report the unreported absences to Human Resources and provide the employee's work schedule, attendance information, and known attempts to contact the employee.
2. The supervisor or Human Resources shall make reasonable efforts to contact the employee using available contact information and shall document those efforts.
3. Before a final determination is made, the College shall consider available information and, when practicable, provide the employee an opportunity to explain the absence and failure to report it.
4. Relevant circumstances may include illness, accident, hospitalization, incapacity, natural disaster, family emergency, loss of communication, or another circumstance beyond the employee's reasonable control.
5. Human Resources shall determine whether the known circumstances may involve approved or legally protected leave, a reasonable-accommodation obligation, workers' compensation, military service, or another applicable legal protection before voluntary resignation is determined.
6. After consultation with Human Resources, the President or authorized designee shall determine whether the circumstances support voluntary resignation without notice or whether another action is appropriate.
7. If voluntary resignation is determined, Human Resources shall provide written notice stating the basis and effective date of separation. The notice shall be sent to the employee's address or electronic contact information on file by a method reasonably calculated to provide delivery.

III. Effect and Records

1. A voluntary resignation under this procedure is an employment separation and is not disciplinary dismissal. It does not prevent the College from completing an investigation,

documenting findings, recovering College property, making a legally required report, or determining eligibility for reemployment.

2. Failure to return as directed following approved leave, suspension, or another authorized absence may be addressed under this procedure after the College confirms the return-to-work requirement and completes the review described above.
3. Any later reemployment shall require a new appointment or employment contract and is subject to the College's ordinary hiring requirements and discretion.
4. Human Resources shall maintain the notice and supporting documentation in accordance with applicable personnel-record requirements.

Legal References: N.C.G.S. §§ 115D-20 and 115D-27 through 115D-30; 1C SBCCC 200.94.