

- A. An unauthorized absence of an employee from duty, to which the employee does not apply sick leave, shall be considered an absence without leave, and the employee shall not be paid for such absence. While an employee is absent without leave, annual leave, sick leave and holiday benefits shall cease to accrue.

- B. An unauthorized absence without leave for three (3) or more consecutive work days may result in dismissal or termination. Should the employee return to work and provide a valid reason as determined by the Appointing Authority, appropriate leave time may be allowed.