

**CITY AND COUNTY OF SAN FRANCISCO  
NOTICE OF AUTOMATIC RESIGNATION FROM EMPLOYMENT**

**Via Certified Mail**

**Status of Action:**

Pending

Final

\_\_\_\_\_  
NAME OF EMPLOYEE

\_\_\_\_\_  
MAILING DATE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
DEPARTMENT

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP CODE

\_\_\_\_\_  
SECTION/UNIT

An automatic resignation is being reported to the Department of Human Resources separating you from your position in Class \_\_\_\_\_ Title \_\_\_\_\_

This action is taken on the basis of abandonment of your position because of unauthorized absence from duty for more than five (5) continuous working days. Our records indicate that your unauthorized absence began on \_\_\_\_\_.

A Notice of Intent to file this automatic resignation with the Department of Human Resources was sent to you on \_\_\_\_\_. A copy of the Notice of Intent is attached.

You may have a right, pursuant to your collective bargaining agreement, to appeal the automatic resignation. Please consult your union representative to determine the procedures and time limits of any appeal.

As a result of this action, restrictions imposed will be placed against your future employment with the City and County service (see attachment). You may appeal these restrictions on future employment to the Civil Service Commission within FIFTEEN (15) calendar days of the mailing of this notice (the 15 days *includes* the mailing date). The appeal must be in writing and be submitted to the Executive Officer, Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102 by \_\_\_\_\_.

Failure to appeal to the Civil Service Commission by the above noted date shall result in the adoption of the recommendation of the department head as approved by the Human Resources Director, or the cancellation of all current examination and eligibility status; the review and approval of the Human Resources Director, of all future applications after satisfactory completion of one (1) year's work experience outside the City and County service. (CSR 122.11.3)

If this matter is subject to the Code of Civil Procedures (CCP) Section 1094.5, the time within which judicial review must be sought is governed by Section 1094.6 of the California Code of Civil Procedures.

Attachments: Notice of Intent  
Notice of Future Employment Restrictions (DHR 1-13e)

\_\_\_\_\_  
SIGNATURE OF APPOINTING OFFICER

\_\_\_\_\_  
NAME

cc: Department of Human Resources  
1 South Van Ness Avenue  
San Francisco, CA 94103  
Employee Personnel File

\_\_\_\_\_  
TITLE

# Form DHR 1-48a

**CITY AND COUNTY OF SAN FRANCISCO  
NOTICE OF AUTOMATIC RESIGNATION FROM EMPLOYMENT  
(Subject to Provisions of the Collective Bargaining Agreement)**

(Revised 10-2011)