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| **Subject:** | **Job Abandonment / Absence without Leave (AWOL) Policy** |
| **Effective Date: June 06, 2008** | **Approved By: Board of Directors** |

## Policy:

It is the Board's policy to establish a procedure that addresses an employee's failure to return to work and to inform the employee of the consequences of taking unauthorized leave or abandoning a position.

If an employee has failed to report to work as scheduled and has failed to notify his or her supervisor of the absence on those days, or if an employee leaves work without permission, or if an employee is absent without authorization, the supervisor or Executive Director may recommend termination of employment.

## Procedure:

1. If an employee fails to report to work as scheduled and has failed to notify his or her supervisor of the absence, The supervisor should notify the Director of Human Resources as soon as possible of the unauthorized absence.

    a. On the third day of absence, if there has been no contact with the employee, the supervisor should notify the Program Director and the Human Resources Department.

    b. The Human Resources Department will attempt to make contact with the employee by letter and e-mail, notifying the employee that if contact is not established by close of business within two working days (the fifth day of absence), the School will assume that the employee is resigning.

        i. If the employee contacts the Human Resources Department within the designated time period, an explanation is to be obtained and discussed with the immediate supervisor.

            1. The immediate supervisor, Executive Director or designee and the Human Resources Department will make a determination as to what action should be taken.

            2. Termination of the employee may be recommended if the supervisor, Executive Director or designee and the Human Resources Department agree that the absence was not justified.

            3. If termination is recommended, the President of the School Board and appropriate supervisors will be informed.

ii. If the employee does not contact the Human Resources Department by the end of the specified time period, a certified letter will be sent to the employee's last known address, stating that the School is processing a voluntary termination due to job abandonment.

2. If an employee leaves work without permission and does not return, the same procedure will be followed. The first work day after the employee left work will count as the first day of absence.

    a. If the employee returns to work the next day, the immediate supervisor and/or next-level manager will address this incident.

3. If an employee is absent after the immediate supervisor or Executive Director or designee has disapproved a request for leave (vacation, sick leave, personal observance, leave without pay), the School may treat this absence as job abandonment and process as above, whether or not the employee makes contact with the School.

4. If an employee is absent from work on leave, approved or disapproved, but has failed to provide the required documentation (doctor's statement, hospital form, etc.), the absence will be considered AWOL and treated as job abandonment.

5. If the determination is made to process a voluntary termination, the immediate supervisor should complete the Employee Termination form and forward it through the management chain up to the Executive Director and Human Resources department for processing. The termination is <u>not</u> completed until it has come to the Board for final action.

6. The Employee Termination form should indicate payment through the last day worked. The date of termination will be the date the employee is being removed from the payroll (for example, last day worked was 10/21; decision to terminate was made on 10/26; termination date is 10/26).

Original Policy 02/27/01
Revised Policy 06/06/08