

**TITLE:                    Job Abandonment Policy**

Initial Action:        4-23-81 (Classified Personnel Policy Manual/archived)  
Board Resolution:    81-022, 99-041, 24-020  
Last Revised:  
    Policy:            04/25/2024  
    Procedure:        05/01/07  
Last Reviewed:       05/01/07  
Effective:            05/01/07  
Next Review:         04/25/2027  
Responsibility:       Executive Director of Human Resources

**Policy:**

Employees are required to report to work as scheduled, unless the employee is on approved leave (including sick and safe leave) or the employee's absence or tardiness is excused by the employee's supervisor. If an employee fails to report to work without properly contacting and obtaining approval for the absence from their supervisor (i.e. absence on a "no call/or show" basis) for three (3) scheduled consecutive working days, the employee will be considered to have abandoned their job, effective at the end of their normal shift on the third day. Proper use of sick and safe leave will not count toward the three (3) days for job abandonment. If an employee abandons their job, the College will process separation paperwork.

**Procedure:**

The supervisor will make a reasonable effort to contact an employee who has failed to call and/or report for work as scheduled. The supervisor must notify the Executive Director of Human Resources by the end of the employee's scheduled shift on third day if it appears that the employee has abandoned their job.

Human Resources will then notify the employee via a certified letter, sent to the employee's last known address on file with Human Resources, that their termination has been recommended or proposed on grounds of job abandonment. The recommendation will be acted upon as a final determination unless the employee provides the Executive Director of Human Resources, within seven (7) days from the date of the letter from Human Resources, with a written statement of an acceptable verifiable reason for the absence and the failure to properly report to and obtain approval from the supervisor for the absence. Human Resources must receive the employee's letter no later than 5:00 p.m. on the seventh day via email, hand-delivery, regular mail, or certified mail. If the employee fails to provide such an acceptable statement in a timely fashion, the President will issue a notice of termination in writing which will also be sent by certified mail.

Any employee whose employment has been terminated on grounds of job abandonment has the opportunity to appeal the decision through the College's grievance procedure per the guidelines outlined within that policy.