

## **2.8(2): Job Abandonment**

This policy applies to all employees.

### **POLICIES AND PROCEDURES**

#### **Job Abandonment**

Per Policy 2.1(1), an employee must contact their immediate manager or supervisor if they will be late or absent from work. An employee, who does not call or show up to work for three (3) consecutive days, or who fails to return to work following approved leave, may be considered to have voluntarily resigned from their job.

This Policy should not be construed as prohibiting disciplinary action, under the Disciplinary and Appeal Policy 1.8, against employees who fail to call or show up to work for less than three (3) consecutive days.