

Section: SEPARATION
Subject: Abandonment of Position
Number: HR 3820

I. Institutional Regulations

An employee who is absent from work for 3 or more consecutive workdays without proper authorization shall be considered to have abandoned his/her position. Employment with the College shall end and the separation shall be considered a resignation without notice.

II. Procedure

A. On the third day of an employee's unauthorized absence, the supervisor shall:

1. Prepare a written notice to the employee stating that s/he is considered to have resigned without notice following the abandonment of his/her position, and include the effective date of the employee's separation.
2. Initiate a Separation of Employment form and submit it, along with the notice to the employee, to Human Resources. The following will be notified of the separation and approvals requested as needed:
 - a. Vice President or other direct report to the President
 - b. Human Resources
 - c. President and Board if the employee has a continuing contract

B. When the separation action is approved, the notice shall be sent to the employee.

C. If there are extenuating circumstances which made it impossible for the employee to obtain prior leave approval, or to promptly notify the supervisor in the event of illness or injury, the employee may request reconsideration of the separation.

1. The request for reconsideration must be received by the supervisor immediately upon the employee's receipt of the separation notice.
2. Reconsideration of an abandonment of position separation shall be at the discretion of the College.

APPROVED:



Executive Director, Human Resources

Date: October 1, 2002
Revised: February 21, 2017