

Staff Job Abandonment

Background

A staff member shall be absent without leave from his/her job when:

- the staff member has failed to call in and directly notify the supervisor of the reason for absence from work, or
- when a staff member fails to return to work or directly notify the supervisor of the reason for absence after any approved leave of absence, disciplinary suspension, or recall from layoff status.

Procedures

1. When a staff member is absent without leave the staff member's supervisor shall make reasonable efforts to contact the staff member through telephone, email and personal contacts.
2. If the staff member is absent without leave for more than two days the immediate supervisor of the staff member shall immediately notify the Superintendent of Human Resources.
3. The Superintendent of Human Resources shall immediately send a registered letter to the staff member to the last known address on file for the staff member containing the following:
 - notice that the staff member is currently absent without leave;
 - a request to contact the staff member's immediate supervisor by a specified date; and
 - notice that if the staff member does not contact his or her supervisor by the specified date, termination of employment may result
4. If the staff member has not contacted his or her supervisor by the specified date, the Superintendent of Human Resources shall send a second registered letter to the staff member advising that a recommendation to terminate the contract of employment of the staff member on the basis of job abandonment will be brought forward on a specified date.
5. A staff member who is absent without leave and fails to respond to the letters from the Superintendent of Human Resources sent pursuant to this procedure shall be deemed to have abandoned his or her job.
6. If a staff member contacts his or her immediate supervisor at any time before termination takes place the matter will be reviewed by the staff member's supervisor to determine appropriate action to be taken which may include:
 - discipline up to and including the possibility of termination of contract; or
 - accommodation due to medical disability.
7. Upon termination due to job abandonment, the Superintendent of Human Resources shall:
 - provide a written report to the Director of Education recommending termination of employee, citing Job Abandonment as the reason.
 - notify payroll