



JOB ABANDONMENT

Unless otherwise stated in a negotiated collective agreement, an employee of the North East School Division shall be deemed to have abandoned his/her job when the employee has failed to call in and directly notify the supervisor of the reason for absence from work for three consecutive work days. Job abandonment will also occur when a staff member fails to return to work or directly notify the supervisor of the reason for absence within three consecutive working days after any approved leave of absence, disciplinary suspension, or recall from layoff status.

Procedures

1. When an employee has abandoned his/her job, that employee shall be immediately terminated from North East School Division employment. Such termination shall be considered voluntary resignation.
2. Upon termination due to job abandonment, the Superintendent of Human Resources shall send a letter to the employee notifying that employee of the termination. The letter shall be forwarded to payroll and included in the employee personnel file.

Date Last Revised: September 2015

Education in a Culture of Excellence