



POLICY: 6Hx28:3F-05.2

Responsible Executive: Vice President,
Organizational Development and Human
Resources

Policy Contacts: Assistant Vice
President, Human Resources

Specific Authority: 1001.64, F.S.

Law Implemented: 1001.64, F.S.

Effective Date: 06-22-2023

Date of Last Policy Review: 06-22-2023

Abandonment of Position

Policy Statement:

- I. All absences from work shall be approved in accordance with policies established by the District Board of Trustees. Any employee who is absent from work, with respect to physical and/or remote presence, without approved leave or without appropriate notification of extenuating circumstances or medical emergency to their supervisor may be subject to disciplinary action up to and including dismissal from employment in accordance with College Policy 6Hx28: 3E-08 Disciplinary Action.

- II. Any employee who is absent from work for three (3) or more consecutive scheduled workdays/shifts without approved leave shall be considered to have abandoned the position and to have resigned from the College, unless the College determines in its sole discretion the existence of extenuating circumstances or medical emergency.

Policy History:

Adopted 1-19-83; Amended 11-18-92; Amended 6-26-19; Amended 6-22-23; Formerly 6Hx28:07-29

Related Documents/Policies:

College Policy 3E-08 Disciplinary Action

College Policy 3F-01 Employment Separations and Exit Process

College Policy 3F-02 Terminal Pay for Full Time Employees

Procedures:

- I. An employee who finds it necessary to be absent from work due to an extenuating circumstance or medical emergency shall provide as much notice to the immediate supervisor before the beginning of the day's work on the day of the absence or as soon as possible when the notice cannot be made in advance. This notice may include the employee's ability to provide the supervisor the anticipated duration of the absence.
- II. If an employee is absent from work for three (3) or more consecutive scheduled workdays/shifts without approved leave or without appropriate notification of extenuating circumstances or medical emergency, the supervisor is encouraged to make a reasonable attempt to contact the absent employee to determine the circumstances of the unauthorized absence via telephone to the contact number(s) that is (are) on file for the employee and/or personal email, if available. If the supervisor is initially unable to successfully contact the employee, the supervisor must contact a representative from Organizational Development and Human Resources (ODHR) as soon as possible for assistance in determining appropriate next steps.
- III. If after a reasonable attempt is made by the College to reach the employee and the employee does not contact the College, and/or information is provided to the College that the employee is not returning to work, the employee shall be considered to have resigned from the College. The supervisor, or designee, in collaboration with ODHR, shall send a formal notification to the employee regarding the employee's abandonment of position and resignation of employment from the College. This notification document shall be placed in the employee file. See College Policy 6Hx28: 3F-01 Employment Separations and Exit Process and College Policy 6Hx28: 3F-02 Terminal Pay for Full Time Employees for additional information on the separation process.

Procedure History:

Adopted 1-19-83; Amended 11-18-92; Amended 6-26-19; Amended 6-22-23; Formerly 6Hx28:07-29

Date of Last Procedure Review: 06-22-2023