

Section: Job Abandonment/Resignation without Notice

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Sponsoring Unit/Department: Human Resources

Job Abandonment /Resignation without Notice

An employee who fails to give at least two-weeks notice of resignation or leaves the job indicating an intention not to return to work may be deemed to have resigned without notice as determined by Human Resources. An employee who is absent for five (5) consecutive workdays without notice may be deemed to have resigned. Any employee who fails to notify their supervisor or the Employee Service Center when absent but whose absence does not rise to the level of job abandonment may be subject to corrective action. Employees may contact Human Resources for a review if an unusual or extenuating circumstance exists that can be documented to explain the 5-day absence without notification.

Employees who hold more than one position within the College who have been deemed to have resigned without notice in one position are not eligible to continue with any position within the college.

Prior to proceeding with termination action, the College will make a reasonable effort to communicate with the employee and determine the employee's status and intention. This may include telephone contact, email, contacting their emergency contact on file, or a wellness check. The College shall make a reasonable effort, including express mailing a letter, to notify the employee of the termination action. Employees who abandon their job or resign without notice are not eligible for rehire. An employee not eligible for rehire may submit an appeal to Human Resources in the future if they would like to be considered for rehire.