

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 434
SECTION:	RELATIONS		
PROCEDURE:	STAFF JOB ABANDONMENT		

BACKGROUND

A staff member shall have abandoned his/her job when the staff member has failed to call in and directly notify the supervisor of the reason for absence from work for three (3) 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 (3) consecutive working days after any approved leave of absence, disciplinary suspension or recall from layoff status.

PROCEDURES

1. When a staff member has abandoned his/her job, that staff member shall be immediately terminated from Division employment. Such termination shall be a voluntary resignation.
2. Upon termination due to job abandonment, the Director shall send a registered letter to the employee notifying that employee of the termination. The letter shall be forwarded to the Payroll Department.

Reference: Sections 85, 87, 108, 109 Education Act
Labor Standards Code

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