

NORTHCARE NETWORK

POLICY TITLE: Job Abandonment	CATEGORY: Personnel	
EFFECTIVE DATE: 1/1/15	BOARD APPROVAL DATE: 12/10/14	
REVIEW DATE: 7/18/23	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
RESPONSIBLE PARTY: HR Coordinator	CEO APPROVAL DATE: 8/1/23 Megan Rooney, Interim CEO	

APPLIES TO

NorthCare Network Personnel

POLICY

An employee who fails to report to work for three consecutive scheduled workdays without notification to his/her supervisor, HR Coordinator or CEO, will be considered to have terminated their employment.

PURPOSE

The purpose of this policy is to provide guidelines for handling unreported absences.

DEFINITIONS

N/A

REFERENCES

N/A

HISTORY

NEW POLICY 1/1/15

REVISION DATE: 8/22/16, 6/19/17, 4/20/18, 2/15/19, 11/24/19, 8/29/22

REVIEW DATE: 12/3/14, 10/16/15, 8/22/16, 6/19/17, 4/20/18, 2/15/19, 11/24/19, 9/29/20, 7/27/21, 8/29/22, 7/18/23

CEO APPROVAL DATE: 12/3/14, 11/9/15, 9/6/16, 7/13/17, 5/10/18, 3/14/19, 12/3/19, 10/6/20, 8/3/21, 9/6/22, 8/1/23

BOARD APPROVAL DATE: 12/10/14

PROCEDURES

An employee is expected to obtain prior approval for absences from work. At times, there may be circumstances such as illness, that prohibits the employee from obtaining prior approval. When this occurs, the employee is expected to contact their supervisor and HR Coordinator, or CEO immediately to inform him/her of the need for the absence.

Where unusual circumstances prevent an employee seeking FMLA protected leave from complying with the call-in procedure, the employee will be entitled to FMLA protected leave if the employee complies with the policy as soon as he or she can practicably do so.

If an employee can show extenuating circumstances which resulted in their absence and failure to notify their supervisor and HR Coordinator or CEO, the employee may file an appeal in writing to the HR Coordinator. Upon review, a determination will be made in their absolute judgment, if extenuating circumstances existed. If a determination is made that extenuating circumstances did exist, the employee may be reinstated.