

## NORTHCARE NETWORK

<b>POLICY TITLE:</b> Job Abandonment	<b>CATEGORY:</b> Personnel	
<b>EFFECTIVE DATE:</b> 1/1/15	<b>BOARD APPROVAL DATE:</b> 12/10/14	
<b>REVIEW DATE:</b> 5/8/24	<b>REVISION(S) TO POLICY STATEMENT:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>OTHER REVISION(S):</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>RESPONSIBLE PARTY:</b> HR Specialist	<b>CEO APPROVAL DATE:</b> 6/11/24 Megan Rooney, 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 Specialist 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, 5/8/24

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, 5/8/24

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, 6/11/24

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 Specialist, 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 Specialist or CEO, the employee may file an appeal in writing to the HR Specialist. 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.