

**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 proper notice of resignation or leaves the job indicating an intention not to return to work may be deemed to have resigned without notice. An employee who is absent/out of contact for five (5) consecutive work days without notice may be deemed to have resigned. Any employee who fails to notify their supervisor or the Employee Service Center when absent may be subject to disciplinary action.

Prior to proceeding with termination action, the College will make a reasonable effort to communicate with the employee and determine the employee's status. This may include a telephone call, an email, or contacting their emergency contact on file. The College shall make a reasonable effort, including a certified letter, to notify the employee of the termination action. Employees resigning without notice are not eligible for rehire.