

POLICY: 6Hx28:3F-05.2



Responsible Official:
Vice President, Organizational
Development and Human Resources

Specific Authority: 1001.64, F.S.
Law Implemented: 1001.64, F.S.

Effective Date: 11-18-1992

Abandonment of Position

Policy Statement:

- I. All absences from work shall be approved in accordance with policies established by the District Board of Trustees. Any employee who is absent from work without approved leave or without appropriate notification to his or her supervisor shall forfeit compensation and shall be subject to disciplinary action.

- II. Any employee who is absent from work for three (3) consecutive workdays without approval shall be considered to have abandoned the position and to have resigned from the College.

Procedures:

The supervisor will notify the personnel office when it is determined that abandonment of a position has occurred.

Related Documents/Policies:

None

Policy History:

Adopted 1-19-83; Amended 11-18-92; Formerly 6Hx28:07-29

Procedure History:

Adopted 1-19-83; Amended 11-18-92; Formerly 6Hx28:07-29