

## **Job Abandonment**

Job abandonment occurs when an employee fails to show up as expected at work or log in to work as expected if working at home, on consecutive days without notifying their supervisor (no call, no show) or requesting the time off. For those working at home on certain, days staff expected to attend the office. This is a

The number of days the employee misses before the absence is considered a resignation by job abandonment is three days.

The employees failure to show up for work, or in the case of those working at home, logging in to work and working, it also includes a failure to communicate with his or her manager or supervisor about a reason for missing work. The employee also didn't request time off or to use his or her paid or unpaid leave. The employee just didn't come to work or log in to work for no known reason. E.g. we would consider a person on an unpaid or paid leave who fails to return to work for three days following the end date of the leave to have abandoned their job. Or someone not returning after a sick note ran out.

When an employee fails to show up for work, the first step is for the supervisor or manager to try to reach the employee via phone, smartphone, email, text or by whatever means they are used to communicating with the employee. A log will be kept of all attempts. Sometimes, a rational reason for the absences is obtained.

Sometimes an employee just did not understand all of their options.

We can also offer medical and family leave information just in case the problem is an illness.

For example we would consider a person on an unpaid or paid leave who fails to return to work for three days following the end date of the leave to have abandoned their job.

An employee who fails to attend work is damaging the ability of other employees to do their jobs. It, in turn, damages our ability to operate the business.

Notifying the Employee – By notice, when an employee fails to show up or notify the manager or supervisor of the reasons for the absences, we will send the employee a registered letter that requires a signature upon delivery.

The letter needs to state that you will terminate employment five business days following the employee's receipt of the letter if you do not hear from him or her with a reasonable and acceptable explanation for the absences.