Job Abandonment

Job abandonment occurs when an employee fails to show up as expected at work on consecutive days without notifying their supervisor (no call, no show) or requesting the time off.

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 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 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. 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.