



Procedure 6.3: Job Abandonment

Volume 6

Managing Office: Office of Human Resources

Effective Date: November 1, 2010

I. PURPOSE

Alabama A&M University is a state-assisted university committed to developing student excellence and promoting an educational environment conducive to learning. To achieve these objectives, university procedures prohibit employees from excessive absenteeism and/or unauthorized absenteeism from work.

This procedure is established to avoid disruptions in job assignments and duties of the employee and colleagues/co-workers, reduce personal and property liability, and help promote the educational environment of the university.

II. DEFINITIONS

1. “Employees” means all individuals receiving any form of monetary compensation from AAMU. Employees include, but is not limited to, full-time and part-time staff; full-time and part-time faculty (including adjunct or temporary faculty); undergraduate and graduate student employees; and temporary or contract personnel.
2. “Immediate Supervisor” means the individual to whom an employee directly reports or an authorized designee as identified solely by the immediate supervisor.

III. PROCEDURES

1. An employee who has not received prior written authorization to be absent from work for sick, annual, compensatory, or an alternate form of authorized leave at Alabama A&M University and is unable to report to work at the designated time is required to notify his or her immediate supervisor prior to the beginning of his or her shift on the date of an unscheduled/unauthorized absence from work. Employees who fail to report to work for three (3) or more consecutive business days without notifying his or her immediate supervisor of the absence at any point during the absence will be considered as having voluntarily resigned his or her position at Alabama A&M University as a result of job abandonment.
 2. If the employee is unable to contact his or her immediate supervisor during a period of unscheduled/unauthorized absence from work due to **extreme** circumstances such as a personal
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serious illness affecting the employee or natural disaster, the employee should contact or have his/her agent contact his or her immediate supervisor as soon as practicable to explain the situation. Upon receipt of the employee's explanation regarding his or her unreported unscheduled/unauthorized absence for work for three (3) or more consecutive days, the employee's immediate supervisor must provide written notification to the Director of the Office of Human Resources outlining the explanation. The AAMU Office of Human Resources will determine if the voluntary resignation will be upheld.