



Human Resource Services POLICY RESOURCES

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Applies to:	Marshall University
Title:	Job Abandonment
Number:	MU-HR-35
Effective Date:	01/01/07
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This policy and procedure applies only to classified and nonclassified employees. Any classified or nonclassified employee who is absent from duty for three consecutive work days, without proper notification to or authorization by the supervisor, and who has not been previously approved by the supervisor to be absent for at least that length of time, shall be considered to have resigned his or her position.

In such cases a Personnel Action Request (PAR)/Electronic Personnel Action Form (EPAF) will be prepared and submitted indicating resignation and "voluntary quit/job abandonment" as the reason.

According to the situation, an individual whose resignation is accepted in this manner may inform Marshall University that he/she believes he/she was prevented from contacting the supervisor to notify him/her of each day of absence because of circumstances beyond his/her control. This will ordinarily include such situations as serious injury to the individual or a family member, becoming a victim of violent crime, natural disaster, etc., which prevented communication with the supervisor. If the University is persuaded that the reason the individual did not contact the supervisor was reasonable and compelling, the University may rescind the resignation and restore the individual to active employment status. Any such restoration of employment shall require the approval of the chief human resources officer and shall be accomplished with a successor PAR or EPAF.

The supervisor may at his/her discretion contact the employee and inquire about his/her status and reason(s) for not reporting to work and for not contacting the supervisor. However, any such contact from the supervisor will reset the time period to a new three-day period unless the employee returns to work immediately or unless valid reasons are presented for any absences from work that follow the date of contact from the supervisor.

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