

# POLICY

SOMERSET COUNTY  
BOARD OF EDUCATION

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| <b>Date Submitted:</b><br>March 17, 2009     | <b>Number:</b><br>700-40               |
| <b>Date Reviewed:</b>                        |  |
| <b>Subject:</b><br>Job Abandonment<br>Policy | <b>Date Approved:</b><br>May 26, 2009  |
|  | <b>Date Revised:</b>                   |
|  | <b>Date Effective:</b><br>May 26, 2009 |

## 1. PURPOSE

An employee who is unable to report to work at the designated time is required to notify his or her supervisor in accordance with the sick leave policy. Employees who fail to report to work for three consecutive business days without notifying the school system of the absence will be considered as having voluntarily resigned as a result of job abandonment.

If the employee is unable to contact Somerset County Public Schools during that time due to extreme circumstances such as serious illness, the employee should contact or have his/her agent contact the company as soon as practicable to explain the situation. The employer will determine if the voluntary resignation will be upheld or in the case of serious health conditions if FMLA would apply to eligible employees.

Reference: Society for Human Resource Management 2009