

SECTION: Personnel Policies and Procedures / General Personnel Policies and Procedures  
SUBJECT: Abandonment of Position  
SOURCE REFERENCE: Board of Trustees Policy 618.01

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NUMBER: F/8.1

## **General Personnel Policies and Procedures**

### **Abandonment of Position**

All absences from work shall be approved in accordance with procedures established by the College. Any employee who is absent from work without approved leave or without appropriate notification to his or her supervisor shall forfeit compensation and shall be subject to disciplinary action. Any employee who is absent from work for three (3) consecutive workdays without approval shall be considered to have abandoned the position and to have resigned from the College.