

Section/Number: Human Resources – 023	Approval Date: (DD/MM/YY)
Subject: Abandonment of Position	Amendment Dates:
<p>Policy</p> <p>An employee who is absent from work without approved leave for a period of five or more working days may be considered to have abandoned his/her position.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. The Senior Administrative Officer (SAO) or delegate must make every reasonable effort to contact an employee who is absent from duty without leave in order to determine the reason for the absence and whether or not the employee intends to return to work. 2. The SAO/delegate must document all attempts to contact the employee which may include but are not limited to: <ol style="list-style-type: none"> 2.1. Telephoning the employee. 2.2. Contacting a spouse or relative. 2.3. Sending the employee a registered letter. 3. If the SAO/delegate is able to contact the employee, the employee will be advised of a specific date for return to work: <ol style="list-style-type: none"> 3.1. The employee may be subject to discipline for being absent without leave. 4. If the SAO/delegate is unable to contact the employee, or the employee does not return to work on or before the specified date, the employee will be considered to have abandoned his/her position. 5. Before determining that the employee has abandoned his/her position, the SAO must receive a written legal opinion from an independent legal counsel who specializes in employment law. <ol style="list-style-type: none"> 5.1. The legal opinion must set out how the abandonment of position is to be carried out by the Community Government. 6. The SAO must advise Council and/or the Personnel Committee of the written legal opinion of legal counsel. 7. The SAO must implement the approved abandonment of employment in the manner prescribed by the independent legal counsel. 	

Logo

Community Government Name

Attachments
N/A
References
N/A