Policy 4001

From Human Resources

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PERSONNEL POLICY MANUAL
MoDOT Personnel Policy Title: Unauthorized Absences **Policy Number**: 4001 **Chapter Title**: Separations **Effective Date**: January 1, 2009 **Supersedes Policy Number**: 4001 **Dated**: July 1, 2005
Approved By: Micki Knudsen, Human Resources Director (Signature on file)

POLICY STATEMENT

The department relies heavily upon its employees to achieve its tangible results. Dependability and commitment to the job are essential at all times. Employees are expected to notify their supervisors, in advance, when they will be absent from work.

PROVISIONS / REQUIREMENTS

1. Any employee absent from work without authorization is deemed to have abandoned his/her position and should be considered as a voluntary resignation from the department. If conditions beyond the employee's control made it impossible for him/her to request authorization in advance to be absent, authorization may be granted later upon proper explanation of the circumstances.

2. The department will proceed to staff an abandoned position after three consecutive working days of unauthorized absence.

3. No payment of wage or salary will be made for unauthorized absences.

4. Employees terminated from the department under this policy shall be reported as a resignation by job abandonment on the Employment Status Maintenance (ESMT) transaction. Refer to Financial Policies and Procedures, “Separating an Employee” for these procedures.

CROSS REFERENCE

Financial Policies and Procedures, “Separating an Employee” (http://financialpp.gh.modot.local/index.php/Separating_an_Employee)

Retrieved from "http://hr.modot.mo.gov/index.php/Policy_4001"