



4-12 POLICY ON ABSENCE WITHOUT LEAVE

Absence without leave is absence from work, including a single day or portion of a day, which has not been granted or approved in accordance with established policy and procedure. In such cases, pay may be denied and the employee may be subject to disciplinary action up to and including dismissal. An employee who is absent without leave for three consecutive working days will be considered to have voluntarily resigned his or her position. Where their absence is determined excusable on conditions that rendered prior approval impossible, the charge of absence without leave may be changed to vacation leave, personal leave, or leave without pay.

Adopted on:

Revised on:
November 2021

