

UNIVERSITY OF CALIFORNIA, MERCED
PROTOCOL FOR DETERMINING JOB ABANDONMENT

RESPONSIBLE OFFICIAL: Vice Chancellor for Administration

EFFECTIVE DATE: _____, 2013

REVISION NUMBER: Original

NUMBER OF PAGES:

REFERENCES AND RESOURCES:

I. Definitions

Employee: all employees of UC Merced regardless of appointment type, i.e., contract, limited, career.

Job Abandonment: the act of failing to report to work when expected and/or failing to call in to report his/her absence for five (5) consecutive workdays.

Separation: A separation for job abandonment is voluntary, and may be initiated without prior discipline.

II. Process

When an employee of UC Merced fails to report to work for five (5) consecutive workdays, that employee may be considered to have resigned and, depending on the personnel program (PPSM or collective bargaining agreement (CBA)) covering the employee, may be subject to separation without prior discipline.

1. The supervisor of the employee determines that s/he has failed to report to work. If the department/unit/group has an established designation for reporting absences, verification of a failure to report to the designated contact is sufficient.

2. After two (2) consecutive days of failure to report to work and call in to report his/her absence, the supervisor **must** contact ELR. A Labor Relations representative will then provide a written notification of unexcused absences (signed by the supervisor) to the employee confirming dates of absence and the possibility of separation due to job abandonment. The notification is sent to the home address on file in the personnel system.

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It is the supervisor's responsibility to also notify their department/unit/group of possible job abandonment. This is done to allow adequate for preparation should a recruitment become necessary.

3. After five (5) consecutive days of failure to report to work, ELR will provide written notification (signed by the supervisor) to the employee of the intent to separate due to job abandonment.

The notice of intent will be in accordance with the respective personnel policy or collective bargaining agreement. The notification is mailed to the employee's home address with a Proof of Service Form.

4. If the employee responds within the time specified on the notice of intent, the supervisor and ELR will determine whether separation is appropriate. ELR will have the ability to require medical documentation, should the employee's explanation of absence indicate medical impairment.

If the employee fails to respond within the time specified on the notice of intent, ELR will issue notice of separation to the employee to his/her home address.

5. The supervisor will submit the final time sheets, and ELR will request the final paycheck from the payroll office. Said paycheck and any other pertinent separation documentation shall be available to the employee on the **date of separation**. It's the supervisor's responsibility to request any University equipment from the employee.