



JOB ABANDONMENT

An employee who cannot report to work must follow the absence procedure approved for his or her department/classification; this procedure includes the requirement that the employee notify the District prior to the absence and prior to the return from an absence. In addition, an employee who is absent due to illness or injury shall submit a medical report on the fourth (4th) working day after the first day of illness or injury and every thirty (30) working days of absence thereafter.

An employee claiming benefits of any District leave provision shall complete the appropriate absence report form upon returning to work.

An employee who receives a leave of absence and fails to return at the end of the authorized leave, or an employee who fails to report to work and does not notify the District, pursuant to the appropriate procedure, is absent without authorization. If the absence without authorization exceeds four (4) work days thereafter, said employee has abandoned his or her job together with all employment rights. A leave of absence request submitted pursuant to this procedure will be considered by the board of directors at its next regular meeting. The leave request is subject to Board approval at its discretion. If the leave is denied, the employee shall return to work immediately or shall be deemed to have abandoned his or her job, together with all employment rights, and his/her employment with the District will be terminated.

An employee who fails to notify the District prior to an absence or prior to the return from an absence is subject to appropriate discipline. An employee whose absence qualifies as job abandonment forfeits all employee rights, and is subject to immediate termination.

After one (1) year on industrial insurance, an employee must request a leave of absence in writing; the leave request will be considered by the Board at its next regular meeting; the leave request is subject to Board approval at its discretion. If the leave is denied, the employee shall return to work immediately or shall be deemed to have abandoned his or her job, together with all employment rights.

Cross References: Administrative Policy – 5280 Separation from Employment

Administrative Policy – 5281 Disciplinary Action and Discharge Legal
References: RCW 281A.400.300 Hiring and discharging employees–Leaves for
employees–Seniority and leave benefits, retention upon transfers between schools.