

**Job Abandonment Regulations**

LEARN expects all employees to be present and ready to work at their appointed starting time. Any absence or anticipated late arrival should be communicated to the Program Director or his/her designee as soon as possible prior to the start of the working day. Failure to properly notify LEARN will result in an unexcused absence. Unexcused and/or excessive tardiness or absences may result in disciplinary action, up to and including discharge. If an employee is absent for three consecutive days without contacting LEARN, he or she will be considered to have voluntarily terminated employment with LEARN.