504 Unauthorized Absence (Abandonment), All Staff

Revised: November 2003

A University staff member who is absent from work without permission or prior authorization and fails to report to their Department Head for five full working days is considered to have terminated their position and ceases to be an employee.

A department should consult with their Human Resources Consultant [1] for those unauthorized absences of three or more days.

Source URL:https://www.uoguelph.ca/hr/staff-faculty-hr-policies-all-employees/504-unauthorized-absence-abandonment-all-staff

Links
[1] https://www.uoguelph.ca/hr/hr-services-about-human-resources/human-resources-consultants