



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Human Resources  
Issue/Revision Date: 12/01/2017

## **Job Abandonment**

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### Policy:

Alcorn State University expects employees to report for work on time for every scheduled shift. An employee who is unable to report to work at the designated time is required to notify his/her supervisor in accordance with University policy. An employee who fails to report to work for three (3) consecutive business days without notifying his/her supervisor of the absence will be considered as having voluntarily resigned because of job abandonment.

If the employee is unable to contact his/her supervisor for any absence, he/she should ask a representative (such as a family member or friend) to do so on the employee's behalf. If the employee or a representative is unable to contact the supervisor due to extreme circumstances, such as a medical emergency or natural disaster that prohibits the employee or his/her representative from contacting the supervisor within three (3) business days, the employee or his/her representative must contact the supervisor as soon as practicable and must provide evidence to support the claimed emergency situation. In extreme circumstances, the University will consider the explanation and its timing before determining if the voluntary resignation will be upheld.