

Palm Beach State College

Board Policy

TITLE	Unauthorized Absence from Duty/Job Abandonment	NUMBER 6Hx-18-5.48
LEGAL AUTHORITY	1001.64 FS, 1001.65 FS	PAGE 1 of 1
DATE ADOPTED/AMENDED	Formerly P353.00; Readopted 2/27/1975; Amended 7/26/1979, 6/19/2001, 5/12/2009, 9/14/2021	

I. Policy Statement

Palm Beach State College requires employees to report to work on time and maintain regular attendance for their assigned work schedule. The State of Florida is an employment-at-will state, which means that, either the employer or the employee may end the employment relationship at any time and for any nondiscriminatory reason. Bargaining unit members may be subject to provisions within the Collective Bargaining Agreement.

II. Scope of Policy

This policy informs all employees of their attendance obligations at Palm Beach State College and the circumstances in which the College may deem that an employee has abandoned their employment.

III. Definition

Unauthorized absence from duty is defined as the failure to report and ready to perform the assigned duties at the assigned physical work location except on approved leave.

Job abandonment occurs when an employee is absent without authorization for three (3) or more consecutively scheduled workdays and fails to communicate with their supervisor.

Job abandonment is considered a voluntary resignation.

IV. Policy

An employee who is unable to report to their assigned work location at the designated time is required to notify their supervisor as soon as practical. Employees who fail to report to work for three (3) consecutively scheduled workdays without notifying their supervisor will be considered as having voluntarily resigned.

Any employee who is, without prior approval absent from duty at their assigned location may forfeit compensation for the time of the absence and may be subject to disciplinary action, up to and including termination.