



# UNIVERSITY OF CENTRAL OKLAHOMA

**Policy ID:** ADM-EMP-38 Minor Revision9

---

**Title:** Abandonment of Position

**Description:** Employee has failed to report to work for three consecutive workdays without notifying his or her supervisor.

**Category:** Human Resources

**Applies to:** staff, faculty, student

**Contact:** [Human Resources](#)

---

**Purpose:** The University has the right to terminate employees for abandonment of position.

---

**Policy Statement:** The University reserves the right to terminate employment after an employee has failed to report to work for three consecutive workdays without notifying his or her supervisor. Such employees will be considered to have resigned their position. The last day physically worked will be the effective termination date for payroll.

---

## Glossary of Terms:

---

**Legal**

**Citation:**

**Campus**

**Links:**

**FAQs:**

**Formerly**

**known as:**

---

**Approved on:** 12/01/2005

**Effective date:** 12/01/2005

**Keyword(s):** abandonment, position, terminate, job abandonment

**Last review date:** 11/08/2011

**Date posted:** 10/18/2007

**Modified By:**

**Date** 11/08/2011

**Modified:**