

LAKE COUNTY SCHOOLS STANDARD OPERATION PROCEDURE

Department:

Compensation and Employee Relations

Procedure Title:

Procedure for Employee Termination due to Absence without Leave (AWOL)

Procedure Purpose:

School Board Policy 6.511 states any employee who is willfully absent without leave shall forfeit compensation and be subject to dismissal/cancellation of contract. The policy also states if an employee fails to report for three (3) consecutive days and is not on approved leave, they will be subject to termination. Approved leave includes: accrued leave (sick, personal or vacation), FMLA, Sick Bank, ADA Accommodations, and including, but not limited to, board approved extended leaves.

General Procedures:

1. On the first day of AWOL, the Supervisor/designee shall make every effort to contact the employee to determine the problem. The Supervisor/designee should document the attempts- phone call logs, copies of letter mailed, etc. If the employee fails to notify his/her Supervisor, the Supervisor/designee will contact Employee Relations.
2. On the second day of AWOL, the Supervisor/designee shall make every effort to contact the employee to determine the problem. The Supervisor/designee should document the attempts- phone call logs, letter mailed, etc. If the employee fails to notify his/her Supervisor/designee, the Supervisor/designee will contact Employee Relations.
3. On the third day of AWOL, the employee will be determined to have abandoned his/her position. At this time, the Supervisor of Employee Relations will begin the termination process.
4. The Supervisor/designee will verify that the Payroll Contact has keyed in the correct information in Skyward. The Payroll Contact should communicate with the Payroll Department so that the AWOL employee is not overpaid.

PLEASE NOTE: If an employee notifies the Supervisor/designee of their absence, but the employee is not on an approved leave, the Supervisor/designee should follow Progressive Discipline. The Supervisor/designee may contact Employee Relations for guidance, if needed.

Special Notes:

Related Policy(ies):

School Board policy 6.511 – Absent without Leave

Related Law(s):

State Board of Education Law(s):

Submitted by:

Katherine Falcon, Supervisor, Compensation and Employee Relations