

## Tri-County Medical Associates

**Policy Name:** Job Abandonment

**Policy Manual Section:** Human Resources      **# of Pages:** 1      **Policy Number:** \_\_\_\_\_  
**Effective Date:** 2004

X **New Policy**  
**Policy Supersedes:** Job Abandonment      \_\_\_\_\_  
8/12/04      (Policy Name)      (Effective Date)      (Origination Date)

**Recommended By:** Nancy Jolicoeur

**Sr. Manager Signature:** \_\_\_\_\_

**C.E.O. Approval:**      Signature on File

**Distribution:** All Employees

**Subject:** Job Abandonment

**Purpose:** The purpose of this policy is to define when Tri-County Medical Associates has considered that an employee has abandoned their job.

**Policy:** An employee, who fails to report to work and fails to notify his/her supervisor directly of the reason for absence from work for two consecutive workdays, will be considered to have abandoned his/her job. The employee is deemed to have quit and will be terminated immediately.

An appeal may be made in writing to the Director of Human Resources. If it is determined that there were extenuating circumstances for the absence and failure to notify, the employee may be reinstated.