



## JOB ABANDONMENT

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### 1. Purpose

This policy outlines the process for handling job abandonment in accordance with Alberta Employment Standards. It ensures a consistent and fair approach when an employee fails to report to work without notification or approval.

### 2. Definition of Job Abandonment

An employee is considered to have abandoned their job if they fail to report to work for three (3) consecutive scheduled workdays without notifying their supervisor or obtaining approval for their absence.

### 3. Procedure for Addressing Job Abandonment

If an employee is absent without notification or approval, the following steps must be taken:

#### Step 1: Attempt to Contact the Employee

The manager must attempt to contact the employee by phone up to three times on the first and second day of unapproved absence.

If no response is received, the manager must send an email to the employee's last known email address.

#### Step 2: Formal Written Notice

If the employee remains unresponsive by the third day, a written notice via registered mail, email or both must be sent to the employee.

The notice should request an explanation for the absence, including the previous contact attempts, and inform the employee that failure to respond within a specified timeframe (e.g., 7 days) may result in termination for job abandonment.

#### Step 3: Termination Due to Job Abandonment

If the employee does not respond within the specified timeframe and fails to return to work, the company may proceed with termination due to job abandonment.

A final termination letter will be sent via registered mail and email, confirming the termination and outlining any

final pay entitlements in accordance with Alberta Employment Standards.



#### 4. Exceptions and Considerations

If the employee provides a valid reason for their absence (e.g., medical emergency), the employer must consider their explanation before making a final decision.

Employers must ensure compliance with human rights legislation, including accommodating employees who may be dealing with disabilities or protected leaves.

#### 5. Final Pay and Record of Employment (ROE)

Upon termination for job abandonment, the final wages and any owed entitlements must be paid within ten (10) consecutive days after termination, as per Alberta Employment Standards.

A Record of Employment (ROE) will be issued stating the reason for termination.

#### 6. Policy Review and Updates

This policy will be reviewed periodically to ensure compliance with provincial employment standards and company procedures.