

**Title: Human Resources Management
Policy – Unauthorized Leave**

Policy No: 1983-08

**Approval: Town Council
Effective Date: January 25, 2006**



Supersedes Policy No: none

Policy Statement: The Town of Hardisty believes that it is necessary to establish the process to deal with unauthorized leaves.

Purpose: To establish the process to deal with unauthorized leaves.

Principles:

- 1) An employee who is absent from duty without the prior authorization of the CAO or immediate Supervisor shall communicate daily the reason for his/her absence to his/her CAO or immediate Supervisor within one hour of his/her regular hours of work. Failure to report on a regular basis shall be considered just cause for suspension.
- 2) An employee who is absent from duty for more than three days without the approval of the CAO or his/her immediate Supervisor shall be considered to have abandoned his/her position and will be deemed to have resigned, unless it is subsequently shown by the employee that special circumstances prevented him/her from reporting in.