

## Job Abandonment

August 27, 2020

### **The following is Oneida Nation's definition of job abandonment:**

*Job abandonment is when an employee is a no call/no show for three consecutive workdays. No call/no show means the employee failed to call in and failed to show up to work.*

In the past, job abandonment resulted in the immediate termination of the employee. Terminations for job abandonment were not only appealable in the Nation's grievance process, but they would also result in the employee being eligible for unemployment benefits as we initiated the termination.

In the best interest to the Oneida Nation, the Oneida Human Resources Department has decided to change their interpretation of how to handle job abandonment separations.

### **HRD INTERPRETATION**

*When an employee is a no call/no show for three consecutive workdays, it shall be considered job abandonment and determined the employee QUIT their job.*

When an employee abandons their job, the supervisor shall immediately:

- Document the no-call, no-show dates in the shadow file or departmental file.
- Email the appropriate HR generalist to communicate the no-call, no-show separation.
  - Employee name and number
  - State the employee quit due to no-call, no-show. Give no-call, no-show dates.
- Email the appropriate employee deletion group with:
  - Employee name and number
  - Separation date (last date of no-call, no-show only)

If the employee files for unemployment, the Oneida EEO Department will let the State know the employee quit their job. Unemployment makes the final decision whether the employee is eligible for benefits.

Business unit Time & Attendance SOPs that conflict with this interpretation must be updated to reflect this change.



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