



An employee may receive progressive discipline due to failure to report to work when scheduled, volunteered, or mandated to work and said employee has not made a reasonable attempt to contact his/her supervisor. If his/her supervisor cannot be contacted, the employee shall follow the supervisory chain of command until contact is made.

An employee may be terminated from his/her state employment because of abandonment of the job by a presumed resignation. Any unauthorized absence from work for a period of five consecutive working days for which the employee does not provide a satisfactory explanation may be considered to be abandonment of the job and a presumed resignation. Before terminating an employee for a presumed resignation, the Appointing Authority or designee will make at least two reasonable and documented attempts to obtain a satisfactory explanation from the employee.

*Reference: K.A.R 1-11-1; 3.6 Disciplinary Action; 3.8 Employee Conduct; 8.8 Resignation; 10.2 Standard Work Week; 10.1 Attendance & Dependability;*