

**Subject: Unauthorized Leave**  
**Policy Number: E-9**  
**Pages: 1**  
**Original Date: 04/13/2013**  
**Review Date:**  
**Approval Date: 04/13/2013**  
**Approved by: Resolution Number 13-66**

## **POLICY**

Absent without leave is defined as the failure of an employee to report to the work site without notifying the respective supervisor within a one (1) hour after your shift begins. Failure to report or notify for eight (8) consecutive hours will constitute abandonment of the position resulting in all available disciplinary actions. At the start of such leave, earning of compensation and all leave accruals shall cease. The only exception to this policy will be the medically documented inability to comply with this policy.