

Prepare in memo format on School or Department Letterhead

DATE: _____

TO: Angelette Green, Director of Employee Relations

FROM: _____

PX: _____

FAX PX: _____

SUBJECT: REQUEST FOR THE ISSUANCE OF A JOB ABANDONMENT LETTER

EMPLOYEE NAME: _____
Employee ID#: _____
School or Department: _____
Last Day at Work: _____

Please complete the scenario that applies:

1. THREE DAY NO SHOW (Absent Without Leave – AWOL).

The above mentioned employee has been absent from the worksite on the following three (3) consecutive workdays and has not called in or received advanced approval for leave:

DAY 1 (Date): _____
DAY 2 (Date): _____
DAY 3 (Date): _____

2. EMPLOYEE HAS BEEN ABSENT FROM WORK FOR THE FOLLOWING TEN (10) CONSECUTIVE WORKDAYS AND HAS NO SICK LEAVE DAYS AND HAS NOT REQUESTED USE OF ANNUAL LEAVE:

DAY 1 (Date): _____ DAY 6 (Date): _____
DAY 2 (Date): _____ DAY 7 (Date): _____
DAY 3 (Date): _____ DAY 8 (Date): _____
DAY 4 (Date): _____ DAY 9 (Date): _____
DAY 5 (Date): _____ DAY 10 (Date): _____

3. THREE DAY UNPAID ABSENCE WITHOUT APPROVED LEAVE after an employee has received written notice of the Maximum Medical Improvement related to a Workers’ Compensation Claim. Contact Nancy Patrick at PX47440 regarding any questions.

I have verified the information in this document and request the issuance of a Job Abandonment Letter for this employee.

Principal/Director: _____ Date: _____
(Print)

Principal/Director: _____ Date: _____
(Signature)

Please fax this document to Employee Relations at PX 48178. A copy should be sent to the Area Superintendent or Chief of the Division. Note: If the employee returns to work before termination is approved by the Board, then he/she is eligible to return to work but may be subject to discipline. If the employee was out sick, he/she must provide his/her supervisor with a doctor’s note stating the days the employee was under the doctor’s care and that the employee is released to return to full duty without restrictions before returning to work.

Florida Statute 1012.67, Absence without Leave: “ Any district school board employee who is willfully absent from duty without leave shall forfeit compensation for the time of such absence, and his or her employment shall be subject to termination by the district school board.”

C: Area Superintendent/Director

Contact the Department of Employee Relations,
for personal assistance on these matters (PX 48408, Fax PX 48178)