



Lehigh University Human Resources Policy

Policy Number:	309
Effective Date:	11/1/1989
Revisions:	3/20/2008
Applicability:	All Staff Members

LEAVING LEHIGH: QUIT WITHOUT NOTICE POLICY

Purpose:

Policy on quitting without notice from Lehigh

Policy:

Introduction

Lehigh recognizes that there will be times when employees, for a variety of reasons, may not be able to report to work as required. Regardless of the reasons for unexpected or unreported absences, the goal of the University is to treat employees fairly and to ensure that proper procedures are followed to achieve consistency across the institution.

Policy

A staff member who fails to report to work without giving proper notice of resignation is deemed to have *quit without notice*. Proper notice is defined in the [Leaving Lehigh: Resignation](#) policy. A staff member who is absent from work is required to notify his/her supervisor within the first 30 minutes of his/her scheduled start time. When a staff member is absent without notice he/she is deemed to have abandoned the position unless there are compelling reasons that prevented the employee from notifying the supervisor.

Attempt to Contact the Employee

When an employee fails to come to work and does not contact the department within the first 30 minutes of the scheduled start time the supervisor's first step is to consult with an Human Resources representative. After consulting with Human Resources, the supervisor sends a letter with assured delivery, such as certified mail or private courier, to the absent staff member at the last address of record.

The letter advises that the staff member's employment with the University will be terminated if the employee does not respond within one (1) workday of the date of receipt of the letter. It also provides the name and telephone number of the supervisor to contact and advises the absent staff member that the termination will be recorded as "quit without notice." An employee who quits without notice is not eligible for rehire at Lehigh.

If the letter is undeliverable or not claimed by the absent staff member, HR will work with the supervisor to document the separation and to initiate a search process to fill the vacant position.

Administrative Steps

When an employee quits without notice, the department is responsible for processing the [Assignment/Appointment Request Form](#) to document the termination and notify Budget, Payroll, and Human Resources to stop pay and benefits. For additional information about steps to take when an employee leaves the University, see the [Supervisor's Separation Plan Checklist](#).

Employees who resign, quit without notice, or are discharged will be paid on the next regular payday. Failure to notify HR or Payroll of a termination, voluntary or involuntary, through normal channels may result in a violation of the *Fair Labor Standards Act* governing payroll procedures. It may also result in an erroneous overpayment to the employee.

Procedures for Employee Separations

Upon termination of employment, the following steps must be taken:

- The supervisor is responsible for arranging payment of any monies due the employee for time worked or for benefits or allowances the employee may be owed.
- The employee is responsible for returning University property to the department and paying any monies due the University.
- Budget, Payroll, and Human Resources must be notified promptly in writing through the *Assignment/Appointment Request Form* and a letter of resignation or termination, if available, in order to remove the employee from payroll and to terminate benefits.

Separation Information and Checklist

As part of the separation process, supervisors should review the [Separation Information Sheet](#) with the departing employee. This sheet contains information regarding employee responsibilities, benefits, payroll, and other separation issues.

Supervisors also need to complete the [Separation Plan Checklist](#) for each departing employee and retain in their files for one year to ensure consistency across campus.

Keywords: Quit, Termination, Abandonment