

<b>Series:</b>	<b>HR Practices</b>	<b>COA: HR 5.02; ETH 2, 4, 5 CFOP:</b>
<b>Procedure Name:</b>	Job Abandonment	
<b>Procedure Number:</b>	HR 2811	
<b>Reviewed Date:</b>	4/16/2024, 10/28/2025	
<b>Revision #/Date:</b>	03/18/2024	
<b>Effective Date:</b>	05/01/2022	
<b>Applicable to:</b>	All employees, volunteers or members of Board of Directors of Family Partnerships of Central Florida (FPOCF)	

**PURPOSE:** To ensure an understanding of what is considered job abandonment and provide guidelines around expectations.

**PROCEDURE:**

FPOCF expects employees to report to work on time for every scheduled shift. An employee who is unable to report to work at the designated time is required to notify his or her supervisor as soon as practicable but no later than the employee's scheduled start time. Employees who fail to report to work for three consecutive business days without notifying the company of the absence will result in termination for cause as a result of job abandonment.

If the employee is unable to contact the company for any absence, he or she should ask a representative (such as a family member or friend) to do so on the employee's behalf. If the employee or a representative is unable to contact their supervisor due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or his or her representative from contacting the company within three days), the employee or his or her representative must contact the company as soon as practicable to explain the situation. In extreme circumstances, the employer will consider the explanation and its timing before determining if the voluntary resignation is upheld.

BY DIRECTION OF THE PRESIDENT AND  
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI  
President and Chief Executive Officer  
Family Partnerships of Central Florida

APPROVAL DATE: 11/7/2025