

# Procedure: Abandonment of employment

## Purpose

To outline the procedure for managing abandonment of employment and of the circumstances which constitute abandonment of employment.

## Procedure

1. Abandonment of employment is when a staff member leaves their employment without notice or any apparent intention of resuming it.
2. The University will interpret certain behaviours to indicate that a staff member has no intention of resuming their employment. These include:
  - absence from the University without obtaining approval for such absence;
  - absence from the University without giving due and proper notice;
  - failure to return to the University at the end of an approved absence;
  - failure to respond to communications from the University seeking an explanation about an unauthorised absence.
3. The occurrence of one or more of the above indicators or any other event that gives rise to a reasonable belief that the staff member has abandoned their employment will entitle the University to deduce that the staff member has terminated their employment by way of abandonment.
4. The University will take all reasonable steps to contact an absent staff member before concluding that they have abandoned their employment. Where, after a three week period, the staff member has not responded to communication from the ANU they will be considered to have abandoned their employment and action may be taken to terminate their employment.
5. All such cases shall be referred by the College Dean or Service Division Director to the Director – Human Resources. The Director – Human Resources is the Delegate and line of authority on termination of employment.

## Document information

Title	Abandonment of employment
Document Type	Procedure
Document Number	ANUP_000660
Version	5
Purpose	To outline the procedure for managing abandonment of employment and to advise staff of the circumstances which constitute abandonment of employment.
Audience	Staff, Staff-Academic, Staff-Professional
Category	Administrative
Topic	Staff
Subtopic	Employment of Staff
Effective Date	1 Apr 2019
Review Date	31 Dec 2021
Responsible Officer	Director, Human Resources (director.hr@anu.edu.au)
Approved By	Chief Operating Officer (COO@anu.edu.au)
Contact Area	Human Resources Division (director.hr@anu.edu.au)
Authority	
Printed On	1 Nov 2020

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