


<b>MISSOURI DEPARTMENT OF TRANSPORTATION</b>    <b>PERSONNEL POLICY MANUAL</b>	<b>Chapter Title</b> Separations		
	<b>Policy Title</b> Unauthorized Absences		
	<b>Policy Number</b> 4001	<b>Page</b> 1 of 2	<b>Effective Date</b> August 15, 2022
<b>Approved By</b> Steve Meystrik Human Resources Director Signature on File	<b>Supersedes Policy Number</b> 4001	<b>Page</b> 1 of 1	<b>Prior Effective Date</b> January 1, 2009

### **POLICY STATEMENT**

The department relies heavily upon its employees to achieve its tangible results and deliver on its mission. Dependability and commitment to the job are always essential. Employees are expected to notify their supervisors, in advance, when they will be absent from work.

### **PROVISIONS/REQUIREMENTS**

1. Any employee absent from work without authorization for two consecutive working days is deemed to have abandoned their position and should be considered as a voluntary resignation from the department. If conditions beyond the employee's control made it impossible for them to request authorization in advance to be absent, authorization may be granted by the District Engineer/Division Leader, in consultation with the Human Resources Director, if sufficient explanation of the circumstances is provided. Employees may be required to provide documentation supporting their explanation.
2. MoDOT may initiate contact with an employee who is absent without advance authorization to determine their whereabouts, availability for work, or out of concern for their well-being. An employee who responds upon or after being contacted by the department is not guaranteed the absence will be considered authorized and may still be deemed to have abandoned their position.
3. No payment of wage or salary will be made for unauthorized absences.

4. Employees separated from the department under this policy shall be reported as a resignation by job abandonment on the Employment Status Maintenance (ESMT) transaction. Refer to Financial Policies and Procedures, "Separating an Employee," for these procedures.
5. MoDOT does not authorize leave for time spent in custody or jail (or otherwise incarcerated), therefore, paid leave for such time will not be approved. Any exceptions to this would be rare and must be approved by the Human Resources Director. If paid leave was unknowingly approved for time spent in custody or jail (or otherwise incarcerated), it will be retroactively changed to unpaid leave and considered an unauthorized absence.

**CROSS REFERENCE**

[Financial Policies and Procedures "Separating an Employee"](#)