

**SECTION 14**  
**ATTENDANCE**

- 14.01 A staff member who is absent from duty without prior authorization shall communicate daily the reason for the absence to the work unit leader at the place of work as soon as reasonably possible, but normally within one (1) hour of normal starting time.
- 14.02 A staff member on authorized leave of absence and/or illness for an indeterminate period shall notify the work unit leader at the place of work of the staff member's intention to return to work.
- 14.03 A staff member on leave for twenty (20) working days or more shall give the appropriate work unit leader at least five (5) work days' notice prior to the desired date of return.
- 14.04 Time limits, pursuant to Section 14.01, 14.02, and 14.03, shall be waived when it can be established that the staff member, for reasons acceptable to the Institute, was unable to contact the appropriate work unit leader or manager within the time limits specified.
- 14.05 A staff member who is absent from employment and who has not obtained the approval of the work unit leader shall, after three (3) consecutive work days of such unauthorized absence, be considered to have abandoned employment and will be deemed to have resigned, unless it is subsequently shown by the staff member that circumstances beyond control prevented the staff member from reporting to the place of work or prevented the staff member from contacting the employer.