

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	3-6
		Original Adoption	02-09-1987
		Revision #	4
		Last revision date	May 2010
Section Title	Employee Leave Administration		
Subject	Absence Without Leave		

Absence without leave is defined as any period of time away from an employee's job, which is not approved by the employee's supervisor or other appropriate authority.

Employees are required to notify their supervisors or other appropriate department authority the reason for absences as soon as possible. Failure to follow this policy is grounds for disciplinary action or discharge.

An employee will be considered to have voluntarily resigned if they are absent without leave (AWOL) for a period of three (3) consecutive working days (24 working hours). "Absence without Leave" (AWOL) includes any unauthorized absence or failure to report to work by an employee.