

PATHWAYS ABILITIES SOCIETY

PROCEDURE: CASUAL JOB ABANDONMENT

Applies to: Casual Employees

Original Effective Date: September 30, 2003

Effective Date: November 23, 2012

Replaces Procedure Dated: September 12, 2011

1. Supervisors will document when casual employees are not available for shifts.
2. Thirty days prior to the ninety consecutive day period of refusal to work, the casual employee will be notified in writing at the last address noted in their personnel file, of their casual employment status.
3. Ninety days after the last shift worked, the casual employee will receive a notice of termination, record of employment and any outstanding compensation they are entitled to at their last address noted in their personnel file.
4. References will be provided as per Pathways Abilities Society 's Release of Personal Information policy and procedures.
5. Employees who abandon their position may still apply for future employment.