

Standard Operating Procedure (SOP) -Absconding



Validated for use by



Purpose:

The purpose of this SOP is to establish a standard process for managing cases of employee

absconding, in order to minimize disruptions to the company's operations and maintain a positive work environment.

Introduction:

Absconding refers to the act of an employee leaving their job without prior notice or authorization. This can cause significant disruptions to the company's operations and can negatively impact the morale of remaining employees. It is important for the HR department to have a clear and efficient process for handling such cases.

Scope:

This SOP applies to all employees of the organization who may abscond from their duties without proper notification or authorization. It outlines the steps that the HR department should take when an employee is found to be absent without leave (AWOL) and the measures that should be taken to address the situation.

Definitions:

- Absconding: The act of an employee absenting themselves from work without proper notification or authorization.
- AWOL: Absent without leave, refers to an employee who is absent from work without prior approval or a valid excuse.
- Absconder: An employee who has absented themselves from work without proper notification or authorization.

Responsibilities:

- Human Resources (HR) department: Responsible for managing the absconding process, including conducting investigations, issuing warnings, and taking disciplinary action if necessary.
- Supervisors: Responsible for reporting any instances of absconding to the HR department, and cooperating with any investigations or disciplinary actions.
- Employees: Responsible for providing proper notification and authorization for absences from work, and cooperating with any investigations or disciplinary actions related to absconding.

Best Practices:

- Encourage open communication between employees and supervisors to address any potential issues or concerns that may lead to absconding.

- Provide clear guidelines and expectations for providing notification and authorization for absences from work.
- Investigate each instance of absconding thoroughly to determine the root cause and take appropriate action.
- Communicate clearly with the employee: If an employee is found to be absconding, the HR department should first try to communicate with the employee to understand the reasons for their absence and to determine if they intend to return to work.
- Document everything: The HR department should document all communications and actions taken in relation to an absconding employee, as well as the reasons for their absence and any actions taken.
- Follow company policies: The HR department should ensure that all actions taken in relation to an absconding employee are in compliance with the company's policies and procedures.

Steps:

1. Notification of Absence: The department manager or supervisor should notify the HR department as soon as an employee is found to be absent without leave.
2. Contact the Employee: The HR department should attempt to contact the employee by phone, email, or any other means of communication available to understand the reasons for their absence.
3. Investigate: The HR department should investigate the reasons for the employee's absence and determine if they intend to return to work.
4. Notify the Management: The HR department should inform the management of the situation and provide them with the findings of the investigation.
5. Prepare a Show Cause Letter: If the employee does not intend to return to work, the HR department should prepare a show cause letter to the employee, asking them to explain the reasons for their absence and why disciplinary action should not be taken.
6. Give an opportunity to be heard: Provide the employee with an opportunity to respond to the show cause letter and provide any relevant evidence or explanations.
7. Take Disciplinary Action: Based on the employee's response and the findings of the investigation, the HR department should take appropriate disciplinary action, in accordance with the company's policies and procedures.
8. Update the Employee Records: The HR department should update the employee's records to reflect the actions taken in relation to the absconding case.

Risks:

- Loss of productivity and disruption to operations.
- Damage to the organization's reputation.
- Legal risks, if the employee's rights are violated during the absconding process.



- Costs associated with conducting investigations and taking disciplinary action.

Disclaimer: This is just a sample SOP, it should be reviewed and modified to fit your organization's policies and procedures.