

Absent Without Leave (AWOL) Log

Complete the information fields in the Employee Information section. Document all referrals to and interactions with the Office of Employee Wellness (EWS) or Equal Employment Opportunity (EEO) Office. Document the date, the communication type (verbal or email), all instruction(s) and deadlines provided to the employee and responses provided by the employee in the Date and Instruction Provided to Employee columns. Include what day of AWOL (1-5) it is for the employee. Document any additional information relative to the AWOL in the Comments column.

Employee Information

Employee Name: _____ Classification: _____ Bargaining Unit: _____

Phone Number: _____ Personal Email Address: _____

Supervisor Name: _____ Supervisor Phone Number: _____

Were Family Medical Leave (FMLA), California Family Rights Act (CFRA), Reasonable Accommodation, or EEO referrals requested or provided to the employee? _____ If so, when? _____

Date	Instruction Provided to Employee	Comments
01/03/23	Employee did not come in for scheduled shift today. Called and left a message on personal phone, left a text a few minutes later. Sent an email to employee's personal email.	The employee just returned from medical leave; this was supposed to be their first day back. 1 st day of AWOL
01/04/23	Contacted employee again via personal phone and email to inform them that they are considered AWOL as of today.	2 nd day of AWOL
01/05/23	Still no contact from employee, contacted emergency contact who did not provide additional information.	3 rd day of AWOL -Spoke to ERO for next steps.
01/06/23	No contact	4 th day of AWOL, ERO has informed me that they are drafting the AWOL notice.
01/09/23	No contact	5 th day of AWOL – Requested deactivation of employee accounts. Completed Exit Clearance and EE final timesheet.

Supervisor Name

Signature

Date

AWOL FREQUENTLY ASKED QUESTIONS

Q. How often do I need to call the employee and direct them to report to work:

You are not required to continue to contact the employee after your first notice and/or wellness check to advise the employee s/he is AWOL, but it is at your discretion. In any case continue to document all interaction or absence of interaction on the AWOL Log.

Q. What happens after the employee fails to report to duty or provide substantiation as instructed?

1. Continue to document all interactions or the absence of interaction with the employee on the AWOL Log.
2. Advise the employee if you are accepting or rejecting the provided substantiation.
3. Contact your assigned ERO no later than the third day of the employee's AWOL.
4. On day four (4) of the employee's AWOL the assigned ERO will draft the employee's AWOL Separation Notice.
5. At 5:00 p.m. on the fifth day of the employee's AWOL, the assigned ERO will request deactivation of the employee's badge and IT access.
6. The ERO will mail the AWOL Separation Notice to the employee's address of record.
7. The employee has five (5) days to contact the ERO to request and conduct a Coleman Hearing.
8. If the employee has CDFW equipment (keys, laptops, monitors, field equipment and keycard), the supervisor should complete the Return Equipment Notice and send it to the employee. A copy of this letter may accompany the AWOL Separation Notice. Please note, this instruction is included in the AWOL Separation Notice and the Administrative Time Off (ATO) letter if applicable.
9. The supervisor should inventory the personal items and store them in a box. This box may be mailed or picked up by the employee at the supervisor's discretion with the inventory list.
10. The supervisor is to complete the Exit Clearance in HRMS for employee.
11. The supervisor is to complete the employee's final timesheet in Tempo.
12. Your ERO will notify the Hiring Authority (Branch Chief or Regional Manager) of any AWOL Separation appeals filed, Coleman Hearings scheduled and other pertinent case updates.
13. You may be contacted about your availability as a potential witness for CalHR Hearings regarding the appealed AWOL Separation.