



# Job Abandonment Decision Checklist

Verify the silence before you call it abandonment — attendance history, contact attempts, policy, and medical warning signs.

## WHAT THIS HELPS YOU DO

Use this checklist before classifying any separation as job abandonment, to verify the absence is truly unexplained, contact attempts are documented, and no medical or leave-protected reason hides behind the silence.

## WHEN TO USE THIS DOCUMENT

- When an employee has missed consecutive shifts without contact
- Before processing a 'no call, no show' termination
- When a supervisor reports someone 'just stopped showing up'
- Before sending a final job abandonment letter
- When the absent employee has any recent medical or leave history

## WHAT THIS DOCUMENT HELPS PREVENT

- Terminating an employee who was hospitalized, jailed, or on protected leave
- Abandonment classifications that collapse at the unemployment hearing
- FMLA and ADA violations hidden inside attendance decisions
- 'No call, no show' findings contradicted by the phone records
- Inconsistent abandonment standards across supervisors

*Faulkner HR Solutions focuses on the system behind the people problem. This tool is designed to help employers slow down the decision, identify the risk, and create proof before the issue becomes a claim, complaint, turnover event, or credibility problem.*

## BEFORE YOU START: READINESS CHECKLIST

Gather the following before working through this document. Incomplete inputs are one of the most common reasons employer decisions fail under later scrutiny.

| Have it                  | Input                                    | Notes / Location |
|--------------------------|------------------------------------------|------------------|
| <input type="checkbox"/> | Employee name and role                   |                  |
| <input type="checkbox"/> | Date of incident, request, or separation |                  |



| Have it                  | Input                                        | Notes / location |
|--------------------------|----------------------------------------------|------------------|
| <input type="checkbox"/> | Supervisor involved                          |                  |
| <input type="checkbox"/> | Policy or handbook section that applies      |                  |
| <input type="checkbox"/> | Prior documentation on file                  |                  |
| <input type="checkbox"/> | Pay records, if applicable                   |                  |
| <input type="checkbox"/> | Relevant emails, texts, notes, or complaints |                  |
| <input type="checkbox"/> | Decision-maker name                          |                  |
| <input type="checkbox"/> | Deadline, if applicable                      |                  |



## ABANDONMENT DECISION CHECKLIST

Job abandonment is a conclusion, not an event. It must be earned with documented contact attempts, a policy, a deadline, and an honest check for protected explanations.

### Part 1 — Absence Snapshot

|                                                               |  |
|---------------------------------------------------------------|--|
| Employee name and role                                        |  |
| Last day worked / last contact of any kind                    |  |
| Consecutive shifts missed without contact                     |  |
| Policy definition of job abandonment (quote it, with section) |  |
| Does the absence meet the policy definition yet?              |  |

### Part 2 — Attendance and Communication History

| Done                     | History check                                                                                               | Findings |
|--------------------------|-------------------------------------------------------------------------------------------------------------|----------|
| <input type="checkbox"/> | Attendance record for the last 12 months reviewed                                                           |          |
| <input type="checkbox"/> | All channels checked: calls, texts, email, voicemail — including messages to coworkers or other supervisors |          |
| <input type="checkbox"/> | Any message that could be a leave request or medical notice identified                                      |          |
| <input type="checkbox"/> | Emergency contact information located                                                                       |          |
| <input type="checkbox"/> | Prior approved absences or patterns noted                                                                   |          |

### Part 3 — Contact Attempts

Make and document at least three attempts across at least two channels, spaced across the decision window.

| Date / time | Method (call, text, email, letter) | Made by | Result / response |
|-------------|------------------------------------|---------|-------------------|
|             |                                    |         |                   |
|             |                                    |         |                   |
|             |                                    |         |                   |
|             |                                    |         |                   |
|             |                                    |         |                   |



## Part 4 — Medical and Leave Warning Signs

If any item below is true, STOP. The absence may be protected, and abandonment is the wrong frame until it is ruled out.

| True?                    | Warning sign                                                             | Details |
|--------------------------|--------------------------------------------------------------------------|---------|
| <input type="checkbox"/> | Known medical condition, recent injury, or recent FMLA/accommodation use |         |
| <input type="checkbox"/> | Recent workers' comp claim or work injury                                |         |
| <input type="checkbox"/> | Family emergency, hospitalization, or incarceration mentioned by anyone  |         |
| <input type="checkbox"/> | Employee is pregnant or recently requested leave of any kind             |         |
| <input type="checkbox"/> | A coworker has heard from or about the employee                          |         |
| <input type="checkbox"/> | The employee's silence is wildly out of character                        |         |

## Part 5 — Final Notice

| Done                     | Final notice step                                                                                     | Date / method |
|--------------------------|-------------------------------------------------------------------------------------------------------|---------------|
| <input type="checkbox"/> | Written final notice sent stating: dates missed, policy section, deadline to respond, and consequence |               |
| <input type="checkbox"/> | Deadline gives a realistic response window (typically 2-3 business days)                              |               |
| <input type="checkbox"/> | Sent by a trackable method to the last known address, plus text/email                                 |               |
| <input type="checkbox"/> | Deadline passed with no response — documented                                                         |               |

## Part 6 — Classification Decision

|                                                                                  |  |
|----------------------------------------------------------------------------------|--|
| <b>Final classification</b><br>(abandonment / resignation / termination / leave) |  |
| <b>Effective separation date</b>                                                 |  |
| <b>Final pay routed through the Texas Final Pay Decision Packet (date)</b>       |  |
| <b>Unemployment claim response prepared from this file? (owner)</b>              |  |

| Role         | Name / signature | Date |
|--------------|------------------|------|
| Completed by |                  |      |



| Role               | Name / signature | Date |
|--------------------|------------------|------|
| Reviewed by        |                  |      |
| Decision authority |                  |      |

## STOP AND REVIEW BEFORE ACTING

If any statement below is true, pause. Get the decision reviewed by HR, counsel, or Faulkner HR Solutions before you act.

- ☐ The employee recently complained about pay, harassment, discrimination, safety, leave, or retaliation.
- ☐ The supervisor has no prior documentation.
- ☐ The decision is inconsistent with how similar cases were handled.
- ☐ The employee is on, or recently requested, protected leave.
- ☐ The issue involves pay, deductions, final wages, medical information, disability, pregnancy, injury, or protected activity.
- ☐ The decision will be visible to a board, council, funder, auditor, plaintiff attorney, or agency.

## MINIMUM DOCUMENTATION STANDARD

Before this file is closed, the employer should be able to answer every question below and point to where the proof lives.

| Question                                                 | Your answer / where the proof is stored |
|----------------------------------------------------------|-----------------------------------------|
| What happened?                                           |                                         |
| When did it happen?                                      |                                         |
| Who observed or reported it?                             |                                         |
| What policy, standard, deadline, or expectation applies? |                                         |
| What decision was made?                                  |                                         |
| Who had authority to make the decision?                  |                                         |
| What alternatives were considered?                       |                                         |
| What risk was reviewed?                                  |                                         |
| What follow-up is required?                              |                                         |
| Where is the proof stored?                               |                                         |



## COMMON MISTAKES

1. Calling something 'job abandonment' without checking the communication history.
2. Counting missed shifts against a policy that was never written down or communicated.
3. Making one phone call and treating it as due diligence.
4. Ignoring the coworker who mentioned the employee was in the hospital.
5. Sending the final notice to an address you know is outdated.
6. Processing final pay on the resignation timeline when the facts look involuntary.
7. Applying a three-day rule to one employee and a one-day rule to another.

## WHAT TO DO NEXT

If the employee responds at any point, pause the process and evaluate the explanation — especially for medical or leave content. If the deadline passes in silence, complete the classification decision, process final pay on the correct timeline, and retain this checklist as the abandonment record.

**Before you terminate, deduct, discipline, classify, or respond, get the decision reviewed.**

Call 210.446.8730 or email [thomas@faulknerhrsolutions.info](mailto:thomas@faulknerhrsolutions.info).



***Before you process payroll, terminate, classify, deduct, or respond to a claim, get the decision reviewed.***

## **Need help applying this to a real workplace decision?**

Faulkner HR Solutions helps Texas employers, nonprofits, municipalities, and growing businesses fix the people systems behind recurring workplace problems.

**If this document raised a risk flag, do not guess your way through the next step.**

**Call: 210.446.8730**

**Email:** [thomas@faulknerhrsolutions.info](mailto:thomas@faulknerhrsolutions.info)

**Website:** [faulknerhrsolutions.info](http://faulknerhrsolutions.info)

### **DISCLAIMER**

This resource is provided for general employer education and planning purposes. It is not legal advice and does not create an attorney-client relationship. Employment laws, agency guidance, and local requirements may change. Employers should review the facts of each situation before acting and consult appropriate HR or legal counsel when needed.