

# **MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL**

## **UNAUTHORIZED ABSENCE (AWOL)**

<b>POLICY NO.</b>	8.15	<b>EFFECTIVE:</b>	01/02/2024
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- A. An employee who is absent from duty without approval shall:
  - 1. Receive no pay for the duration of the absence; and,
  - 2. Be subject to disciplinary action up to and including dismissal.
- B. It is recognized that there may be extenuating circumstances for unauthorized absences and due consideration shall be given to each case.
- C. An employee who fails to report to work at the expiration of an authorized leave of absence or who has not requested and received approval for an extension of such leave, shall be considered and charged with unauthorized absence or absent without leave (AWOL).