

Absconding Process

Definition of Absconding employee in our context

- Any employee who is absent from work without providing any prior official intimation to their reporting managers/HR.
- The duration of such absence which will lead to branding the employee as absconding will be three working days.
- Any employee who resigns but does not serve his/her notice period and is absent without providing any prior official intimation to their reporting managers/HR.

Case 1: Process to be followed

Employee is absent for 3 days without any formal intimation to Reporting Manager. Manager tries to reach employee on the 3rd day on his/her primary number and there is no response. Manager sends a mail to HR on 3rd day itself with complete details. HR tries to contact employee on the emergency / Alternative contact number. 3rd Day of HR reverts to the manager with whatever information they could get on the Unstatus and the reporting manager will then advice HR on whether to go ahead Authorized with next step or not. Absence HR sends a show cause letter mail to employee personal email id marking Manager in CC for reference. HR also sends hard copies of cause letter to employee's current address. 4th Day of Un-Employee is given time to report back to office by the 8th day. Authorized Absence HR sends out Termination letter to employee via Soft copy / hard copy (considering employee does not return).

8th Day of Un-Authorized Absence



Two conclusions to the above said process could be

- 1. Employee reports back in the stipulated time frame. Then the managers talks to the employee and sends out a mail to HR on the same date of employee's return, explaining the details and whether they want the employee to join back. Employee can join back only once there is a written (email) approval from the both Manager & higher authorities. Any employee joining back without following process is considered as Terminated and is inactive as per HR records.
- 2. Employee doesn't come back: in which case the salary for the month is put on hold and the Employee is marked "Absconded and Terminated" in HR records. Absconding cases will not get any work experience and Relieving letters. There will not be any assistance in the Back Ground Verifications in future. All the company provided benefits, Medical Insurance will get lapsed with immediate effect.

Mail Format

Details to be given while sending mail to HR for absconding employee on the 3rd day:

- Employee Name
- Employee ID
- Date since when employee is not reporting to work
- Primary contact number where employee has been contacted
- Response received when contacted.

Case 2: Process to be followed

- Employee needs to formally resign to his/her Manager only through mail, marking "CC" to HR.
- Employee need to serve notice period as per eligibility (unless otherwise waived off by the business head on mail with reason for the same)

For any employee to be considered as a clear exit and relieved both the above points need to be fulfilled, else he/she is considered as Absconding.