



Attendance and Absenteeism Policy Summary

Regular attendance at work and appropriate notice when you are going to be absent is essential to the efficient workflow and productivity of Council.

- Employees will only be paid for absences where there is an accrued paid leave entitlement and the leave has been approved. Where this doesn't occur, the absence will be recorded as an unauthorised absence.
- Where an employee needs to be absent from work, and pre-approval has not been obtained, unless there are exceptional circumstances, Council expects that:
 - ✓ You contact your direct supervisor by telephone, in the first instance, at least one hour prior to ordinary commencement time;
 - ✓ Advise of the reason for the leave and likely duration;
 - ✓ Advise of what leave entitlement you will be seeking approval to utilise.
- Where there is a need to be absent for more than 2 days, evidence that would satisfy a reasonable person that the leave is taken for personal leave reasons, must be provided.
- This may include a certificate from a health practitioner, statutory declaration etc.
- Where the expected period of leave exceeds a week, the evidence should be provided to the direct supervisor via email, mobile or other acceptable means, to allow approval of the leave and processing of pay.
- The employee is responsible for maintaining in regular contact with their supervisor to provide updates on the likely duration of the leave period.

Breach of Policy

- Unauthorised absence/s from the workplace without notice, or repeated late attendance, is in breach of this policy and may result in disciplinary action being taken.
- Where an employee has been absent without notice for a period of 7 days, and attempts to contact them have been unsuccessful, steps may be taken to terminate their employment on the basis of abandonment.