

HOPE VALE

Attendance and Absenteeism Policy

Document Control

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Business Unit: Human Resources

Version History

Version Number	Date	Signature	Reason / Comments
1	19 March 2018		Council Resolution
2	2 November 2022		Council Resolution

ABORIGINAL
SHIRE COUNCIL

PURPOSE OF POLICY

This policy outlines what is expected of Hope Vale Aboriginal Shire Council (Council) employees in terms of their attendance at work, and details what actions need to be taken where an employee needs to be absent from work and where leave has not been pre-approved. Council is committed to supporting employees to ensure that they are fit for duty and that the operational requirements of their position are achieved.

COMMENCEMENT OF POLICY

This Policy will commence from 1 January 2023. It replaces all other specific Attendance and Absenteeism policies of Council (whether written or not).

APPLICATION OF THE POLICY

This Policy applies to employees of Council. It does not form part of any employee's contract of employment. This policy is not intended to override the terms of any Award or contract that applies to an employee.

Council undertakes to regularly review this policy to take account of changes in legislation, activities, services and products. As a result of this review, changes may be made to this policy from time to time and all employees and contractors are required to comply with those changes.

POLICY STATEMENT

1. ATTENDANCE

Regular attendance 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.

2. ABSENCE

Employees must comply with any Award that applies to their employment and addresses attendance or absence. They must also comply with any requirements set out in their contract of employment in respect of attendance or absence.

If an employee is absent for any reason, they must notify their supervisor or line manager as soon as practicable, but as a minimum, one hour before the commencement of their shift unless there is an emergency. The employee must contact their supervisor by telephone – text message or email is generally unacceptable unless this is required for emergency reasons. An indication of the reason for leave and an anticipated length of absence is required to be provided at this stage.

In the circumstance where the supervisor is unavailable on telephone, a detailed message should be left covering:

- reasons for absence;
- expected length of absence;
- the type of leave the employee will be seeking to access, i.e. sick leave; and
- any other relevant information, such as contactability.

Where there is a requirement for an absence of more than two days, evidence that would satisfy a reasonable person that the leave is taken for personal leave reasons, must be provided to their supervisor in accordance with the Leave Policy. Where the employee is unable to return to work, following two days absence, this evidence must be provided to their supervisor via email, mobile or some other means acceptable to Council.

Where an employee requires an extended absence, for example in excess of one week, the employee must contact their supervisor regularly to keep Council updated on the continuing absence and anticipated timeframe.

Depending on the circumstances of the absence, the leave of absence may be approved, unauthorised, paid or unpaid. Where an employee is absent for a reason specified in another Council policy such as the Leave Policy, the employee must comply with any requirements set out in that policy.

Where an employee is absent from work for a period of seven days and reasonable steps have been made to contact them without success, the employee will be deemed to have abandoned their employment. A letter will be sent to the employee advising of their period of absence, steps that have been taken by Council to contact them and requesting that the employee contact Council to explain their absence, within three business days. The employee will be advised that failure to make contact, within the designated period, will result in Council finding that the employee has abandoned their employment and therefore their employment is terminated.

Should the employee fail to contact Council or return to their usual duties, the employee's employment will be terminated, and their accrued entitlements will be paid out via electronic transfer to the employee's nominated bank account. The employee will not be entitled to payment of notice in lieu.

3. DISCIPLINARY ACTION

Repeated late attendance and/or unauthorised absence from work, without a valid reason, may be cause for disciplinary action, which may include termination of the employee's employment.

VARIATIONS

Council reserves the right to vary, replace or terminate this policy from time to time.

ASSOCIATED DOCUMENTS

- Leave Policy
- Code of Conduct for Employees