# Absenteeism policy

1. Purpose
   * 1. The Company’s absenteeism policy is designed to ensure that each employee is aware of the obligations to arrive at, and attend, work on the days and times required and directed by the Company.
     2. The policy also sets out how The Company will manage situations where an employee is absent from the workplace during required times, without authority, and for reasons within the employee's control.
2. Application

The absenteeism policy applies to all of the following persons:

* + 1. permanent employees (including full time and part time);
    2. fixed-term employees;
    3. casual employees; and
    4. temporary agency staff and contractors.

1. Absenteeism
   * 1. An employee must attend work during required hours unless:
        1. the employee (or a member of the employee's immediate family or household) is affected by a medical or other serious emergency beyond the employee's control; or
        2. the employee has approval from The Company to be absent from work.
     2. Failure to comply with this requirement is considered unauthorised absenteeism and may result in disciplinary action being taken against the employee. The disciplinary action may include written warnings or termination of employment or both.
2. Notification of absence
   * 1. In all instances where an employee is absent from work due to illness, injury or carer's responsibilities, the employee must contact the employee's manager directly and inform the manager of the absence.
     2. When contacting the manager, the employee must advise:
        1. the reason for the absenteeism; and
        2. when the employee expect to return to work.
     3. This requirement applies to all absences from work during required hours without approval, including absences due to:
        1. personal illness or injury;
        2. carer's responsibilities; or
        3. transport or traffic problems.
     4. The discussion between the employee and manager should take place prior to, or as soon as practical after, the scheduled commencement time.
     5. If contact cannot be made directly with an employee’s immediate manager, or if the immediate manager is not available, the employee is required to make contact with the next level manager.
     6. If an employee is unable to return to work on the day the employee originally notified the manager, then the employee's is again required to notify the manager using the same process above.
3. Medical certificates
   * 1. Employees are required to provide medical certificates or other reasonable evidence, such as statutory declarations, for personal or carer's leave:
        1. For periods greater than 2 days; or
        2. For days on either side of a weekend (or R&R or rostered non work days as applicable) or public holiday;
        3. At any other time when requested by the Company.
     2. Failure to provide a medical certificate (or other acceptable evidence) as required by the Company will result in the employee's absence for the relevant period being unauthorised, and therefore the absence will be a breach of this policy.
     3. The Company may, as a result, withhold payment for the duration of the unauthorised leave and take disciplinary action. Disciplinary action may include the provision of warnings or termination of employment or both.
4. Abandonment of employment
   * 1. An employee who is absent from work for three or more consecutive working days without notifying the employee's manager will be deemed by The Company to have abandoned the employment. This means the employee is deemed to have no intention to return to his or her employment.
     2. However, The Company will not consider an employee to have abandoned the employment until The Company has taken, what it considers to be, reasonable steps to contact the employee to establish whether the employee intends to return to work.
5. A breach of this absenteeism policy

Any breach of this policy may result in disciplinary action against, an employee. This may include provision of warnings or termination of employment or both.

1. Further information

For further information, please speak with your manager