



CHERBOURG ABORIGINAL SHIRE COUNCIL

22 BARAMBAH AVENUE
CHERBOURG QLD 4605

Phone: (07) 4168 1866
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Absenteeism and Abandonment of Employment Policy

PURPOSE

This policy outlines what is expected of Cherbourg Aboriginal Shire 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, when 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 can be achieved.

SCOPE

This policy does not form part of any employee's contract of employment. The Policy is not intended to override the terms of any award, certified agreement or contract that applies to an employee.

This policy reflects the provisions of the *Industrial Relations Act 2016* (the Act) but does not override any more beneficial provision in an employee's contract of employment, including Local Government Award.

APPLICATION

This Policy applies to all employees of Council.

ACCESSING LEAVE

Where an employee is unable to attend work and pre-approved leave has not been obtained, it is expected that such employee notifies their supervisor or manager as soon as practical prior to commencement of their ordinary workday in the following manner:

- by telephone – text message or email is generally unacceptable unless this is required for emergency reasons;
- Where their manager or 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 contact ability;



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- In most situations, it is expected that notice should be provided at least 30 minutes prior to commencement of the employee's scheduled workday, to allow contingencies to be put in place.

As soon as practicable upon return to work, the employee will be required to complete the relevant leave forms and submit the required evidence to their supervisor or manager for approval.

FAILURE TO NOTIFY OF ABSENCE

Where an employee is absent from work and fails to notify, it is the supervisor/manager's responsibility to take reasonable steps to make contact with the employee to check on their health and wellbeing. In such circumstances, it is expected that the supervisor or manager will:

- Attempt to contact the employee via telephone;
- Where the employee is uncontactable via telephone, contact the employee's emergency contact as detailed on their Personnel File;
- Any other reasonable steps available, whilst respecting to the employee's privacy.

ABANDONMENT OF EMPLOYMENT

Where an employee is absent from work for a period of 7 working 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.



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ABSENCE MANAGEMENT PLAN

It is the Supervisor and Manger's role to monitor absence levels of their employees.

Repeated late attendance, failure to notify of absence, absence from work without a valid reason or required evidence, or suspicious patterns of absence, may result in an absence management plan being developed to support an employee in decreasing their absenteeism. An absence management plan will detail commitments from an employee, with respect to improving their absenteeism, and how they are expected to inform Council of their absence. The plan may also include support options available to the employee.

Breaches of the absence management plan, or continued unexplained or inappropriate absences, may result in an employee being required to show cause as to why disciplinary action should not be taken against them.

RELEVANT INFORMATION

Cherbourg Aboriginal Shire Council Leave Policy
Industrial Relations Act 2016

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