

STAFF ATTENDANCE AND ABSENTEEISM POLICY

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| References and Legislation | |

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1. Purpose

This policy sets out what is expected of APIC employees in terms of their attendance at work, and what they are required to do if they are absent from work.

2. Scope

This Policy applies to employees of APIC and does not form part of any employee’s contract of employment.

3. Definitions

| Item | Definition |
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| | NIL |
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4. Attendance

Regular attendance is essential to the efficient workflow and productivity of APIC. An employee not attending for duty as required shall lose their pay for the actual time of such non-attendance, other than for authorised paid leave. APIC may require the employee to make up any time lost due to an unauthorised non-attendance.

5. Absence

Employees are required to comply with any enterprise agreement or award that applies to their employment and deals with attendance or absence. They are also required to comply with any requirements set out in their contract of employment.

If an employee is absent for any reason, they are required to notify their supervisor or line manager by phone (call) before 10 am office hour, indicating the reason for the absence and extent of the anticipated absence. During absences extending more than one day, employees are required to contact their supervisor regularly to keep APIC updated as to the circumstances of the employee’s continuing absence. Where an employee finds that they cannot return to work as scheduled, they are required to notify their supervisor or line manager as soon as possible.

Depending on the circumstances of the absence, the leave of absence may be approved, denied, paid or unpaid. Further, APIC may require reasonable evidence to support the reason(s) for the absence. If such evidence is required, it is required to be supplied as soon as reasonably practicable.

Where an employee is absent from a reason specified in another APIC policy such as Leave Policy, the employee is required to comply with any requirements set out in that policy.

6. Disciplinary Action and Termination

Repeated late attendance without a valid reason or proper notification will be caused for disciplinary action, which may include termination of the employee’s employment

Absence from work without notice will be cause for disciplinary action, which may also include termination of the employee's employment

7. Document Change Control

| Version | Change Description | Date | Author |
|---------|------------------------------|------------------|---------------|
| 1.0 | Policy Cycle Review Revision | 13 December 2016 | Corinne Green |
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