**ABSENCE POLICY 1**

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| **DOCUMENT DETAILS** |
| **Document Name:** | Absence Policy | **Document No:** |  |
| **Department Name:** | Human Resources | **Document Type:** | Policy |
| **UPDATE DETAILS** |
| **Last Updated:** |  | **Updated By:** |  |
| **Effective Date:** |  | **Approved By:** |  |
| **Approval Date:** |  | **Approved By:** |  |
| **Revision Date:** |  | **Approved By:** |  |

**PURPOSE:**

The main purpose of this policy is to stress to employees the need for them to arrive at work on time and the need for them to advise management if they are unable to make it to work.

**SCOPE:**

This policy applies to ……………………… employees of .....................................

**RESPONSIBLE PERSONS:**

1. Human Resources Director - Implementation and facilitation.
2. Human Resources Director/Managers - Administration, monitoring and

 enforcement of this policy.

1. Employees - Adherence to this policy and

procedures outlined in this policy.

**GENERAL OBLIGATIONS OF THE EMPLOYEE:**

All ............................... employees:

**1. LATECOMERS**

You are expected to be at work on time. Lateness is defined as being at your workstation at least [NUMBER] minutes past the scheduled starting time. You must communicate with all parties involved should you be running late for work. Arriving on time for work makes it far easier for all of us as lateness does hinder teamwork amongst other employees. Leaving work before the end of the day and arriving late will result in disciplinary action.

**2. ABSENTEEISM**

Should you not be able to attend work on any given day, it is imperative that you contact your Supervisor/Manager timeously so that alternative arrangements can be made for a suitable replacement in your absence.

**3. AUTHORISED ABSENCE**

Leave days must be scheduled at least [NUMBER] hours in advance except in cases of emergency.

Employees may be granted authorised absences for sickness/illness when the appropriate person is notified before the start of work. Pre-scheduled medical/professional appointments or other acceptable reasons, with prior management/supervisory approval, will also be considered as authorised absences. Any unauthorised absenteeism will result in disciplinary action.

Authorized absences include the following:

* Annual leave scheduled in advance
* sick leave
* time off for a workers’ compensation injury
* a death in your family
* sick child
* study leave
* maternity leave
* time off to vote
* emergency situations beyond your control
* **DOCUMENTS MENTIONED AND TO BE USED IN ENFORCING THIS POLICY**

You will be required to submit documentation for certain authorised reasons of absence, such as sick leave or a professional appointment. All these documents will be verified for authenticity.

**EMPLOYEE POLICY CONFIRMATION:**

***I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee name and surname), declare that;***

1. Ihave been familiarised with and informed of the Absence Policy.
2. I understand and agree to the contents of this policy and that;
* it may be amended from time to time,
* it forms part of my employment conditions,
* the implementation and contents of this policy are mutually agreed upon with the employer,
* I have been given the opportunity to question this policy and that my questions were satisfactorily answered
1. I agree to strictly adhere to this policy.

Signed at \_\_\_\_\_\_\_\_\_\_\_\_ (place) on the \_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2012.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Employee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Manager

*The second sample policy is more suited to businesses where working hours are not as important. This policy is ideal for companies that employ professionals, such as Engineers, Artists and Architects. These employees are measured by a timely delivery of results rather than by time spent in the office.*

**ABSENCE POLICY 2**

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| **DOCUMENT DETAILS** |
| **Document Name:** | Absence Policy | **Document No:** |  |
| **Department Name:** | Human Resources | **Document Type:** | Policy |
| **UPDATE DETAILS** |
| **Last Updated:** |  | **Updated By:** |  |
| **Effective Date:** |  | **Approved By:** |  |
| **Approval Date:** |  | **Approved By:** |  |
| **Revision Date:** |  | **Approved By:** |  |

**PURPOSE:**

The main purpose of this policy is to stress to employees the need for them to arrive at work on time and the need for them to advise management if they are unable to make it to work.

**SCOPE:**

This policy applies to ……………………… employees of .....................................

**RESPONSIBLE PERSONS:**

1. Human Resources Director - Implementation and facilitation.
2. Human Resources Director/Managers - Administration, monitoring and

 enforcement of this policy.

1. Employees - Adherence to this policy and

procedures outlined in this policy.

**GENERAL OBLIGATIONS OF THE EMPLOYEE:**

All ............................... employees:

As a professional employee, you will be expected to complete your work on time and at the expected level of quality. Should you require more time to complete a task or project, you will be expected to put in the extra hours. Should you complete your task or project before the required time frame, then you are free to use those extra hours as you see fit.

Even though your attendance at the workplace is not stringent, general absence guidelines are still necessary to ensure that we can predictably conduct business. Although we are not interested in monitoring your comings and goings, we need to know, in advance where possible, when you will be absent from work. Here are those guidelines:

**1. ABSENTEEISM**

Employees are expected to be at work and to work a full workweek, except for authorised absences. authorised absences include the following:

* Annual leave scheduled in advance
* sick leave
* time off for a workers’ compensation injury
* a death in your family
* sick child
* study leave
* maternity leave
* time off to vote
* emergency situations beyond your control

**2. NOTIFICATION PROCEDURE**

In order to be granted authorised absence, you will need to call your Supervisor/Manager to advise them that you are unable to come to work. The call should be made before your regular start time.

If you are coming into the office later than your normal starting time or you need to leave work early, we ask that you use your discretion and decide if someone needs to be notified.

**3. FAILURE TO NOTIFY**

Any unauthorised absenteeism or repeated absenteeism without authorisation will result in disciplinary action.

* **DOCUMENTS MENTIONED AND TO BE USED IN ENFORCING THIS POLICY**

You may be required to submit documentation to substantial your absence if it has been for a prolonged period of time.

**EMPLOYEE POLICY CONFIRMATION:**

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* I have been given the opportunity to question this policy and that my questions were satisfactorily answered
1. I agree to strictly adhere to this policy.

Signed at \_\_\_\_\_\_\_\_\_\_\_\_ (place) on the \_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [YEAR]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Employee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Manager