

## Failure to Attend for Duties Procedure

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### APPLICATION

This procedure applies to academic, professional and document services staff employed pursuant to an Australian Workplace Agreement (AWA) where a reference to this procedure is specifically referred to in the AWA.

### OVERVIEW

This procedure reflects the preferred practices of the University and provides a guide to the application and management of staff who fail to attend for duties. For the purposes of this procedure the term “staff” or “staff member” refers to academic, professional and Document Services staff who are employed under the provisions of an Australian Workplace Agreement.

### PROCEDURE

1. Failure to attend for duties occurs when a staff member fails to attend their place of employment on an ongoing basis without receiving authorisation for the absence or providing a satisfactory explanation for their non-attendance.
2. Where a staff member is absent from duty without prior approval, the staff member or nominee shall make reasonable attempts to advise the University at the earliest possible time.
3. Where the staff member is absent from duty without providing notice to their supervisor, or with no approval for their absence; or no apparent reasonable basis for the absence, the supervisor shall take initial steps to contact the staff member by telephone, email or visit them at their home.
4. Where the absence from duty is for a continuous period of seven (7) calendar days and the staff member has failed to contact the supervisor and initial steps by the supervisor to contact the staff member have failed, the University shall send a letter to the staff member's last known address by registered mail requesting that the staff member provide reasons for the unauthorised absence. The University shall also advise the staff member that they will be placed on paid leave in accordance with point 5 below from the commencement of their absence up to a maximum period of thirty five (35) calendar days, or until the staff member returns to work, whichever occurs first.

5. Payment during absence:
  - a) For the purposes of 'paid leave' in point 4 above, the staff member's recreation leave entitlement shall be used in the first instance.
  - b) Where the staff member has no recreation leave entitlement or the entitlement is exhausted during the thirty five (35) calendar day period, the staff member's long service leave entitlement shall be used.
  - c) The staff member will be placed on leave without pay where he/she has no entitlement to recreation or long service leave or such entitlements are exhausted during the thirty five (35) calendar day period.
6. If the staff member fails to contact the University either to provide appropriate reasons for the unauthorised absence from duty or return to duty within thirty five (35) calendar days from the commencement of the absence, the University may determine that the staff member has failed to attend for their duties with the University and their employment shall cease.

### **FURTHER ASSISTANCE**

Management and staff may seek further advice from:

- Their immediate supervisor
- The designated HR officer/coordinator for their area
- The Human Resources Unit
- The Human Resources website
- Staff representative.

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