



University of
South Australia

Failure to Attend for Duties Procedure

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APPLICATION

This procedure applies to Security and Grounds staff employed in accordance with:

1. The University of South Australia Security and Grounds Staff Enterprise Agreement 2008
2. 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 any security and grounds staff member.

PROCEDURE

1. Failure to attend for duties occurs when a staff member does not 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 shall make reasonable attempts to advise their immediate supervisor or nominee at the earliest possible time.
3. Where a staff member is absent from duty without notice to their supervisor, approval for the absence or apparent good cause, the supervisor shall take initial steps to contact the staff member by telephone, email or by visiting them at home.
4. Where the absence from duty is for a continuous period of five (5) working days and initial steps to contact the staff member have failed, a letter shall be sent to the staff member's last known address by registered mail requesting that the staff member provide reasons for the unauthorised absence from duty within five (5) working days from the date the letter is sent.
5. If the staff member does not respond to the University's letter within five (5) working days from the date the letter is sent under step 4, the matter is to be referred to the Vice Chancellor who may suspend the staff member without pay.

6. A letter shall be sent to the staff member by registered mail advising that their unauthorised absence from duty is unacceptable, that they will be suspended without pay, and that they must provide reasons for the unauthorised absence from duty within five (5) working days from the date the letter is sent.
7. The suspension without pay will be effective from the close of business on the last day that the staff member worked, or was on approved leave or was absent from duty.
8. If the staff member does not establish to the satisfaction of the Vice Chancellor that the staff member was absent for reasonable cause or if the staff member did not respond within five (5) working days from the date the letter is sent under step 6, the Vice Chancellor may terminate the employment and notify the staff member in writing of his or her decision. The letter of notification shall be forwarded to the staff member's last known residential or postal address.

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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