



Procedure 6.6 Absenteeism and Lateness

1 Attendance

Unanticipated absences or tardiness can severely diminish and interrupt the quality and level of service which the Academy provides. The Academy expects all its employees to assume diligent responsibility for their attendance and punctuality.

If an employee is going to be late or absent, he/she must notify their line manager as soon as possible in advance of the anticipated absence or tardiness. In all cases, the employee is expected to give, reason for the absence or tardiness, details of any tasks that need immediate attention, and his/her expected time of return to work.

Continuous unexcused tardiness or absenteeism may result in disciplinary action, up to and including, termination of employment. Pre-approved leave will not be recorded as an occurrence of absence for the purposes of disciplinary action under this policy.

Any employee who fails to report to work for ten (10) working days without notice to, or approval will be assumed to have resigned and abandoned their job.

Any unauthorised leave under 10 days will be deducted from annual leave. However, any unauthorised leave will be considered as unpaid.

2 Lateness and absenteeism

Employees are expected to attend for work punctually at the specified time(s) and to comply strictly with any time recording procedures relating to their work.

All absences must be notified in accordance with Academy procedures.

If an employee who arrives for work more than one hour late without having previously notified the Academy, other arrangements will have been made to cover their duties and they may be sent off the premises for the remainder of the shift/day without pay.

Continuing unauthorised lateness or absence may result in disciplinary action and/or loss of appropriate payment.