

Policy Name	Absences/Abandonment of Employment
Policy Type	Human Resources
Policy Number	HR01
Version	3
Approval Date	January 2019
Renewal Date	January 2022



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SUMMARY

Abandonment of employment occurs when a Council employee does not attend their designated work place for five (5) consecutive working days without reasonable cause and without notification to their supervisor or other responsible Council Service Manager. This policy applies to all Council employees, regardless of their employment category, etc. permanent, temporary or casual and provides for action to be taken by Council.

POLICY STATEMENT

1. All Council employees who are unable to attend their designated duties are required to notify their team leader or manager of the reason for their absence by 8:30 am on the first day of absence. If their supervisor is not contactable the employee or their representative must inform another relevant manager (for example the Community Services Manager for community based positions) or a staff member who can pass on the message to the relevant area. Notification of abandonment of work will be forwarded to the Human Resource Advisor. This is to be done by the program Team Leader, Community Services Manager or Manager within three (3) days of the issue occurring. The Team Leader, Community Services Manager or Manager involved is then required to provide further advice if the employee remains absent without cause for a consecutive five (5) day period or longer.
2. Employees who do not come to work for five (5) consecutive work days without approval from their Manager and who have made no contact with their Team Leader or other Manager will be deemed to have abandoned their position and may be subject to dismissal by the Chief Executive Officer.
3. If the employee returns to work within the five (5) day period, they will need to apply for relevant leave, i.e. sick, recreation or leave without pay. If this leave

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is not approved, details of the absence should be placed on their personnel record.

NOTE: Employees attributing their absence to sickness or injury and seeking Sick or Carer's Leave of two (2) days or longer must provide a medical certificate verifying that he or she was unfit for work.

Medical certificates are also required to be provided for any employees attributing Sick or Carer's leave on either a Monday or a Friday and the working day before and after a public holiday.

Failure to produce a medical certificate on request will then require the employee to submit a leave application form to their manager for approval requesting annual leave or leave without pay.

TERMINOLOGY AND REFERENCES

REFERENCES

Local Government Industry Award 2010

Local Government Act

National Employment Standards

Fair Work Act

FURTHER INFORMATION:

Human Resource Advisor

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