



## Attendance and Absenteeism Policy

This Attendance and Absenteeism Policy applies to all Employees of the business.

The objective of the policy is to encourage employees to maintain regular attendance and punctuality at work.

The requirement is for all staff to comply with the Attendance and Absenteeism Policy.

Procedures (not required)

## Purpose

The purpose of this policy is to establish guidelines and expectations for attendance and absenteeism at Sydney Drafting Concepts and Designs, an Australian business. This policy aims to ensure that all employees understand the importance of attendance and punctuality, and the impact of absenteeism on the productivity and effectiveness of the workplace.

## Objective

The objectives of this policy are to:

- Encourage employees to maintain regular attendance and punctuality at work.
- Minimise unplanned absences and improve overall attendance levels.
- Promote a culture of responsibility, accountability, and mutual respect among employees.
- Provide a fair and consistent approach to managing attendance and absenteeism issues.
- Ensure compliance with relevant legislation and regulations governing employee attendance and leave entitlements.

## Policy Requirements

The standard required from all staff is to adhere to the following:

- **Attendance:**
  - a) All employees are expected to attend work regularly and punctually, as per their assigned working hours and schedule.
  - b) In the event of planned absences, such as personal leave, annual leave, or other approved leave, employees must submit a request in advance to their manager or supervisor, as per the company's leave policy.
  - c) If an employee is unable to attend work due to illness or unforeseen circumstances, they must notify their manager or supervisor as soon as possible, but no later than one hour after their scheduled start time and provide an estimated date of return to work.
  - d) If an employee is absent without prior approval or a valid reason, they may be subject to disciplinary action, up to and including termination of employment.
  - e) The company reserves the right to request a medical certificate or other evidence to support an employee's absence, especially if the absence is frequent or prolonged.
- **Absenteeism:**
  - a) The company defines absenteeism as any unplanned or unapproved absence from work, including sick leave, personal leave, or other leave entitlements.
  - b) Employees who have a pattern of absenteeism, excessive or frequent absences, or are absent for extended periods of time may be subject to disciplinary action, up to and including termination of employment.
  - c) Managers or supervisors may conduct return to work interviews with employees who have been absent to discuss any issues or concerns and to provide support if needed.



- d) The company may offer assistance or support to employees who are experiencing personal or health-related issues that are affecting their attendance, as per the company's Employee Assistance Program.
- **Compliance:**
  - a) All employees must comply with this policy and any relevant legislation, regulations, or policies related to attendance and absenteeism.
  - b) Managers or supervisors are responsible for monitoring and managing employee attendance and absenteeism issues and ensuring compliance with this policy.
  - c) Any breaches of this policy may result in disciplinary action, up to and including termination of employment.

This Attendance and Absenteeism Policy is designed to promote a positive and productive work environment that values attendance, punctuality, and accountability. All employees are expected to comply with this policy and contribute to the success of the company through their regular attendance and commitment to their work.

The Director is responsible for communicating the Attendance and Absenteeism Policy to all persons working for or on behalf of the organisation and making it available to interested parties.