



## Sick or Late Notifying Procedure

This Sick/Late Notifying Procedure applies to all Employees of the business.

The objective of the procedure is to establish clear procedures for sick & late notification for all employees.

The requirement is for all staff to comply with the Sick or Late Notifying Procedure.

### Procedures

If you call in sick, please notify Byron or Edward as early as possible. Ideally the day before. You can find their contact in the Employee Directory to save to your mobile. Please bring in a doctor's certificate upon return.

If you believe you will be late to work, please notify Byron or Edward as soon as possible.



## Purpose

To ensure clear communication and proper documentation when an employee is sick or running late, the following procedures must be followed by all team members.

## Objective

To ensure all appropriate notification if sick or late is communicated effectively.

## Requirements

### 1. Notifying for Sickness:

- If you need to call in sick, notify Byron or Edward as early as possible, ideally the day before.
- Use the contact information found in the Employee Directory. Save their contact details to your mobile for easy access.
- Upon your return to work, bring a doctor's certificate to verify your illness.

### 2. Notifying for Lateness:

- If you believe you will be late to work, notify Byron or Edward as soon as possible.
- Use the contact information found in the Employee Directory to inform them of your expected arrival time.

### Example Steps:

#### 1. Calling in Sick:

- **Day Before:** Notify Byron or Edward as soon as you know you will be unable to attend work.
- **Day Of:** If you wake up feeling unwell, contact Byron or Edward immediately to inform them.
- **Upon Return:** Bring a doctor's certificate to provide verification of your illness.

#### 2. Notifying for Lateness:

- As soon as you realize you will be late, contact Byron or Edward.
- Provide an estimated time of arrival and the reason for your lateness.

### Contact Information:

Byron: 0477 999 209

Edward: 0411 810 675

By following these procedures, we ensure that all instances of sickness and lateness are communicated efficiently and managed appropriately.

### Compliance

Adherence to this policy is mandatory for all team members. Regular audits will be conducted to ensure compliance, and any deviations will be addressed promptly. By following these procedures, we ensure accurate time tracking for all projects, facilitating better project management and resource allocation.



### **Review and Updates**

This policy will be reviewed annually to ensure it remains relevant and effective. Updates will be communicated to all team members as necessary.