# **No Show and Unauthorised Absence Procedure**

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Staff member personally fails to contact their Line Manager to advise of their inability to attend work on that day.

No

Yes

Marked as a ‘No Show’ if no contact is made within the first hour of starting the shift and/or a valid reason is given

Inform other staff of the staff member’s inability to attend work

For absences of more than 2 days, a doctor’s certificate must be provided.

Follow the Discipline & Termination Policy