# **No Show” And Unauthorised Absence Policy**

Sample

|  |
| --- |
| Sample Policy  This template policy is ready to be tailored to your company’s needs and should be considered a starting point.  Disclaimer: This template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor HR Expert Australia will assume any legal liability that may arise from the use of this document. |

This policy can only be considered valid when viewed via the [Company Name] intranet site. If this document is printed into hard copy or saved to another location, you must check that the version number on your copy matches that of the one online.

## **Introduction**

* 1. This policy is a clear statement for all staff members as to [Company Name]’s position towards “No Show” and unauthorised absence from work.
  2. All staff members are expected to start their shift on time and work their minimum contracted hours each week.

1. **What Is A “No Show”?**
   1. If you personally fail to contact your direct line manager to advise of your inability to attend work on that day, unless in extreme circumstances (e.g. hospitalisation) your absence will be unauthorised and will be marked as a “No Show”.
   2. *The Staff Member must make contact in person or via the telephone. Text messages and/or e-mails are not acceptable and may lead to your absence being marked as a “No Show”.*
2. **At What Point Will My Absence Be Classed As a “No Show”?**
   1. If you contact your direct line manager after one hour into your shift, your absence will be unauthorised and marked down as a “No Show”.
3. **What Will Happen If I Am Marked Down As A “No Show”?**
   1. The company considers “No Shows” to be very serious as it undermines both the efficient running of the organisation and staff morale. To this end the company deems a “No Show” as a serious misconduct offence and you will be invited to attend a disciplinary hearing to explain your reasons for the “No Show”.
   2. If you are unable to provide an adequate explanation and it is your first no show offence disciplinary action may be taken against you up to and including a final written warning. If you receive a final written warning this will remain on your file for 12 months.
4. **What Happens If I Am Marked As A “No Show” On A Further Occasion?**
   1. You will be asked to attend a further disciplinary hearing. Depending on the outcome of the disciplinary hearing, the previous disciplinary action taken against you for the first offence, and when that action, if any, was taken, you may face dismissal.
5. **What If I Contact My Direct Manager Within One Hour Of The Start Time Of The Shift?**
   1. The Company absence reporting procedure (outlined in the Leave Policy) requires staff members to contact their line manager at least two hours before the start of the shift. Failure to adhere to this procedure is deemed as misconduct, if an adequate explanation cannot be provided.
   2. If you contact your line manager within the first hour of your shift, your absence will not be marked as a “no show” however your absence will be considered unauthorised and you may be invited to a disciplinary hearing for failing to follow the company absence reporting procedure. If it is your first offence you may be issued with a warning up to and including a written warning.
   3. Should you fail to adhere to the absence reporting procedure on a further occasion you will be invited to attend a further disciplinary hearing. Depending on the disciplinary action taken previously, the date the action was taken, and your reason for failing to comply with the reporting procedure, further disciplinary action may be taken against you up to and including a final written warning. Continued failure to follow the absence reporting procedure may lead to your dismissal from the Organisation.
6. **Why Does [Company Name] Take Disciplinary Action On “No Shows”?**
   1. [Company Name] view “No Shows” seriously due to the negative impact they have on both the organisation and staff morale. It is for this reason [Company Name] deem “No Shows” as a Serious Misconduct offence. The purpose for this policy is to eliminate the problem of staff failing to turn up for work without complying with the [Company Name] absence reporting procedures. Disciplinary action may be taken if an adequate explanation for the absence is not provided.

**Other [Company Name] Policies Relating To This Document:**

* Code of Conduct
* Policy – Grievance Procedures
* Policy – Discipline & Termination
* Policy – Leave

1. **No Show and Unauthorised Absence Procedure**

**No Show and Unauthorised Absence Procedure**

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

No

Yes

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

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

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

Follow the Discipline & Termination Policy