

Policy

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02. POLICY

Our **Employee Attendance and Punctuality Policy** outlines RJA's expectations on employees' coming to work. Being punctual when coming to work helps maintain efficiency and fairness in the workplace.

This policy has been developed for consistency and to align with RJA's company goals and core values, as well as ensuring a fair work environment for all RJA employees.

03. ATTENDANCE STANDARDS

Regular attendance is essential to the efficient workflow and productivity of RJA. An employee not fulfilling their contractual obligations as required shall not be paid for the time of such non-attendance, other than authorized paid leave. RJA may require the employee to make up any time lost due to an unauthorized non-attendance.

1. **Absence**

Absence refers to frequent non-attendance from an employee's job responsibilities. This includes not coming to work frequently or taking excessive sick leave without being able to submit medical certificates.

Please refer to ***POL011 – Leave Entitlement Policy*** for further details and medical certificate requirements.

2. **Punctual**

Punctual refers to being ontime. Coming in late, taking longer breaks than an employee is entitled to and repetitively leaving earlier from work without reason will not be tolerated. Exceptions are made from time to time. For example, it is acceptable if an employee is running late infrequently or may have to leave a little earlier for an appointment (once discussed with manager prior).

04. NOTIFICATION PROCESS

If an employee is absent for any reason, they are required to follow the standard process outlined below:

1. All employees must notify their manager by phone (call) before their start time, indicating the reason for the absence and extent of the anticipated absence.
2. During absences extending more than one day, employees are required to contact their manager regularly to keep the company updated as to the circumstances of the employee's continuing absence.
3. A medical certificate is compulsory for the following circumstances:
 - a. an employee is absent for more than two consecutive days;
 - b. an employee is absent for one day falling either side of a weekend (Friday or Monday);
 - c. an employee is absent for one day either side of a Public Holiday or Annual Leave.
4. Where an employee finds that they cannot return to work as scheduled, they are required to notify their manager as soon as possible.
5. Once returning to the office, all employees must complete the required **FORM002 – Leave Request Form** to cover the period of absence. Complete and submit (including medical certificate where required) within **24hrs** of returning to work. Depending on the circumstances of the absence, the leave of absence may be approved, denied, paid or unpaid.
6. Unexcused or unreported absence for more than three days will be considered job abandonment and may face disciplinary action.

05. MANAGER'S RESPONSIBILITY

1. Managers are responsible to monitor employee's attendance. If a manager notices that a team member is consistently late or absent, arrange a private meeting to discuss.
2. Managers must ask the employee whether they are experiencing issues with their schedule or whether they need help balancing their personal lives with work. Additional mentoring or time management training options may provide a solution.
3. If a manager perceives a possible mental health issue that results in absenteeism or tardiness, discuss with the employee how (if possible) RJA can help them. For example, offer some time off, flexibility to support appointments (employee must provide medical certificate in all circumstances) or reduce workload where possible.
4. If a manager suspects that a team member abuses their sick leave or is intentionally tardy, management is required to commence a progressive disciplinary process.

06. DISCIPLINARY ACTION

Repeated late attendance without a valid reason or proper notification will be caused for disciplinary action, which may include termination of the employee's employment.

Related Resources, Tools and Links

- FORM002 – Leave Request Form
- POL011 – Leave Entitlement Policy

Contact & Further Information

For further assistance please contact your direct manager.

Policy Owner

Directors – RJA

Note: This Policy does not form part of any contract between you and RJA. It summarises the expectation of each employee's attendance and punctuality expectations in accordance with applicable legislation and is not intended to create any additional legal rights or obligations. Any reference to obligations or requirements of the Company in this Policy is not intended to give rise to contractual obligations binding on the Company. This Policy may be varied from time to time.