



University of
South Australia

Failure to Attend for Duties Procedure

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APPLICATION

This procedure applies to staff employed pursuant to an Australian Workplace Agreement (AWA) where a reference to this procedure is specifically referred to in the AWA.

OVERVIEW

This procedure reflects the preferred practices of the University and provides a guide to the application and management of staff who fail to attend for duties.

PROCEDURE

1. Absence from duty

- a) Where a staff member is absent from duty without prior approval, the staff member or nominee shall make reasonable attempts to advise their line manager at the earliest possible time in accordance with the [Personal, Family Responsibility, Carer's and Compassionate Leave Procedure](#).

2. Abandonment of employment

- a) Senior Staff

Once the staff member has been absent from duty in excess of ten (10) consecutive working days without advising or obtaining approval their line manager of their absence;

- i) the line manager must be bring the absence to the attention of the Vice Chancellor (or nominee).
- ii) The Vice Chancellor (or nominee) may deem the absence to be abandonment of employment and the senior staff member's employment will be terminated.

b) Academic, professional, document services, security, grounds and AWA staff

Where the staff member is absent from duty without providing notice to their supervisor, or with no approval for their absence; or no apparent reasonable basis for the absence;

- i) the supervisor shall take initial steps to contact the staff member by telephone, email or visit them at their home.

Where initial steps by the supervisor to contact the staff member have failed, the staff member has failed to contact the supervisor and absence from duty is for a continuous period of seven (7) calendar days;

- ii) the University shall send a letter to the staff member's last known address by registered mail requesting that the staff member provide reasons for the unauthorised absence.
- iii) The University shall also advise the staff member that they will be placed on paid leave (where available) from the commencement of their absence up to a maximum period of thirty five (35) calendar days, or until the staff member returns to work, whichever occurs first.

Payment during absence

- iv) the staff member's recreation leave entitlement shall be used in the first instance.
- v) Where the staff member has no recreation leave entitlement or the entitlement is exhausted during the thirty five (35) calendar day period, the staff member's long service leave entitlement shall be used.
- vi) The staff member will be placed on leave without pay where he/she has no entitlement to recreation or long service leave or such entitlements are exhausted during the thirty five (35) calendar day period.

If the staff member fails to contact the University either to provide appropriate reasons for the unauthorised absence from duty or return to duty within thirty five (35) calendar days from the commencement of the absence, the University may determine that the staff member has failed to attend for their duties with the University and their employment shall cease.

RESPONSIBILITIES AND/OR AUTHORITIES

Immediate supervisor/line manager

The immediate supervisor/line manager is responsible for making reasonable attempts to contact the staff member during periods of unauthorised absence, and notifying the relevant parties.

Staff Member

All staff are expected to report and explain absences from duty in accordance with this procedure and the Personal, Family Responsibility, Carer's and Compassionate Leave Procedure.

The Human Resources Unit

The Human Resources Unit is responsible for the development and continuous improvement of this procedure.

CROSS REFERENCE

- Personal, Family Responsibility, Carer's and Compassionate Leave Procedure

FURTHER ASSISTANCE

Management and staff may seek further advice from:

- Their immediate supervisor
- The designated HR officer/coordinator for their area
- The Human Resources Unit
- The Human Resources website

Reviewed: August 2011