

Attendance and Absenteeism Policy

1. Purpose

- 1.1 This Policy sets out what is expected of Yipirinya School Council Inc ('Yipirinya School') employees in terms of their attendance at work, and what they are required to do if they are absent from work.

2. Commencement

- 2.1 This Policy will commence from January 1, 2020. It replaces all other attendance and absenteeism policies of Yipirinya School (whether written or not).

3. Application of the Policy

- 3.1 This Policy applies to employees of Yipirinya School. It does not form part of any employee's contract of employment.

4. Attendance

- 4.1 Regular attendance is essential to the efficient workflow and productivity of Yipirinya School. An employee not attending for duty as required will not be paid for such time as they are absent from the workplace, unless they are on authorised paid leave. Yipirinya School may require the employee to make up any time lost due to an unauthorised non-attendance.

5. Absence

- 5.1 Employees must comply with any enterprise agreement or award that applies to their employment and deals with attendance or absence. They must also comply with any requirements set out in their contract of employment. This policy or any other Yipirinya School policy concerning leave and absenteeism.
- 5.2 If an employee is absent for any reason, they must notify their supervisor or manager as soon as reasonably practicable, indicating the reason for the absence and extent of the anticipated absence. During absences extending more than one day, employees must contact their supervisor regularly to keep Yipirinya School updated as to the circumstances of the employee's continuing absence. Where an employee finds that they cannot return to work as scheduled, they must notify their supervisor or manager as soon as possible.
- 5.3 Depending on the circumstances of the absence, the leave of absence may be approved, denied, paid or unpaid. Further, Yipirinya School may require reasonable evidence (e.g. medical certificate or statutory declaration) to support the reason(s) for the absence. If such evidence is required, it must be supplied as soon as reasonably practicable.
- 5.4 Where an employee is absent for a reason specified in another Yipirinya School policy (for example, personal leave, carer's leave, annual leave, parental leave etc), the employee must comply with any requirements set out in that policy.

6. Disciplinary action

- 6.1 Repeated late attendance or absence from work without a valid reason, proper notification or a failure to provide requested evidence to support the absence will be cause for disciplinary action, which may include termination of the employee's employment.

Variations

Yipirinya School reserves the right to vary, replace or terminate this policy from time to time.

Associated Documents

- [AssociatedDocument]

Workplace participant acknowledgement

I acknowledge:

- *receiving the Yipirinya School Policy;*
- *that I will comply with the policy; and*
- *that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.*

Your name:

Signed:

Date:
