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**How to deal with unauthorised absence**

Occasionally a manager may find that they have a situation where a member of staff is absence from work without permission or explanation.

The starting point is for the manager to attempt to make contact with the member of staff, normally by telephone, in order to establish why they have not attended work. Records should be kept of any attempts to make contact.

Where attempts are unsuccessful, on the second day of unauthorised absence the manager should liaise with HR to write to the member of staff stating that they are absent without authorisation and asking them to make contact as a matter of urgency / by a set deadline. The letter should remind the member of staff that unathourised absence is a misconduct offence and may lead to disciplinary action.

You should not assume that a member of staff who is absent without authourisation or contact has resigned.

If the member of staff returns to work, the manager should meet with them promptly, and investigate the reasons for the absence. If no acceptable reason is provided, this may be treated as a misconduct issue under the Disciplinary Policy and Procedure.

If the member of staff does not return to work and no contact can be made, it may be necessary to commence disciplinary proceedings, potentially in the absence of the member of staff. HR will be able to provide specific advice in dealing with this issue.

If a member of staff is absent on a day where they have requested and been turned down for annual leave, this may also be dealt with under the Disciplinary Policy and Procedure.