

# Attendance Management

## Wilmar Sugar Australia



  
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# Documents covering attendance management

## Absence and Attendance Standard

- High level document defining attendance management strategy

## Procedure to Manage Absenteeism

- Objective is to:
  - Provide supervisors and managers with the tools to manage absence levels
  - Provide reasonable support to employees absent for legitimate reasons
  - Assist employees to return to work at the earliest opportunity

# Employee Entitlements (EA and NES)

## Personal/Carer's Leave

- Definition (Personal)– leave taken because a person is not fit for work because of personal illness or injury
- Definition (Carer's) – leave taken to provide care and support to a member of the immediate family or household due to personal illness or injury or an unexpected emergency affecting the family or household member

## Chronic Sick Leave

- Definition –leave taken for an illness or injury resulting in > 38 hours of absence for self.

# Record of Discussion

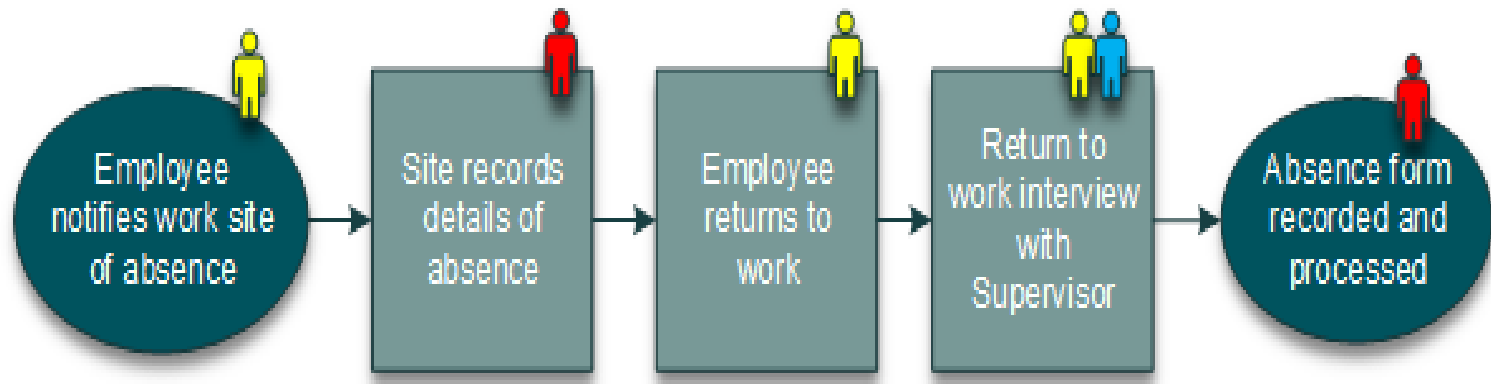
## Definition – What is a Record of Discussion (ROD)?

ROD is a meeting with your supervisor regarding an employee and workplace issue. This might include behaviour, conduct at work or a specific event which has occurred at work and you may have been involved in some way.

RODs formally document that you have been made aware, issued training, or have been given a policy – to retain in your personnel file. If there is reoccurrence of content in the ROD, disciplinary warnings will be documented and performance management process will be initiated.

## Short term absences

- Short Term absences are < 5 days taken for injury / illness of self or as a carer of a member of the immediate family

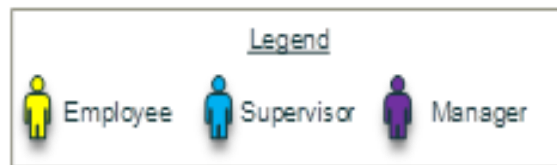
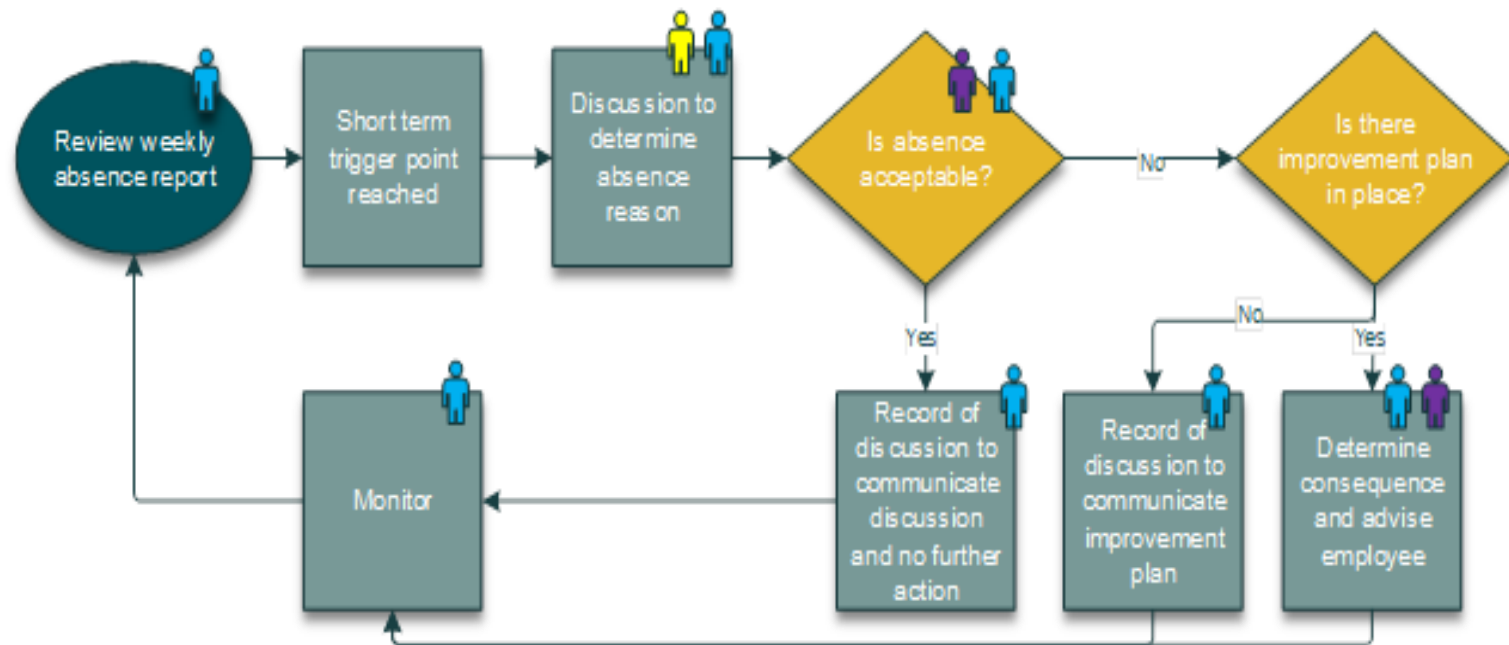


## Trigger points – Short term absences

- The following levels of short term absences will trigger a review by the person's supervisor;
  - a) Two or more periods of unapproved/uncertified absence without notification/approval totalling 24 hours or 24 hours personal/carer's absence without certificate/Stat Dec in any thirteen week (rolling) period;
  - b) Five or more periods of unapproved/uncertified absence without notification/approval or 48 hours personal/carer's absence without certificate/Stat Dec in any 12 month period (rolling);
  - c) A pattern of personal/carer's absence – for example Fridays and Mondays, night shift during the recognised weekend, or adjacent to a public holiday or annual leave.
  - d) Repeated failure to notify of absence being more than one instances in a 13 week (rolling) period.

# Short term recurrent absences

- Short Term Recurrent absence is when absences of <5 days have reached the recognised trigger points

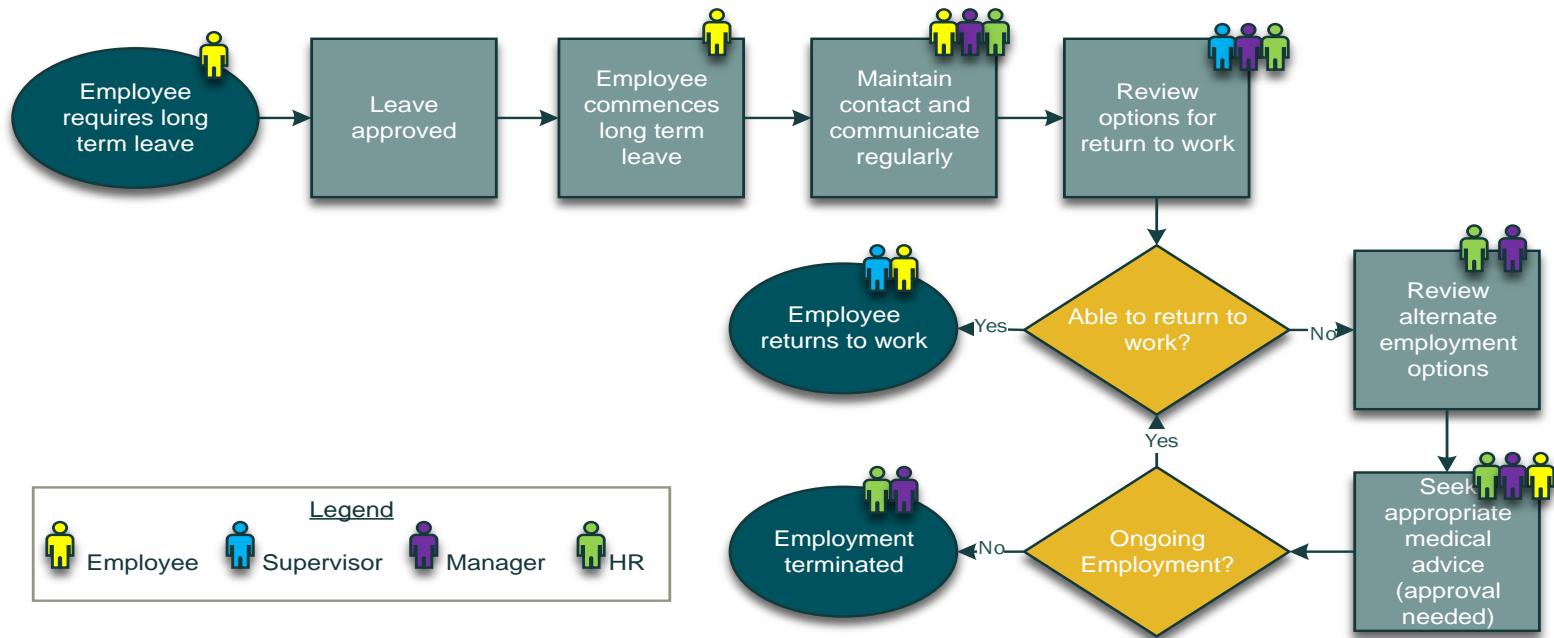


## Trigger points – Short term recurrent absences

- Short term recurrent absences will trigger a record of discussion (ROD) between the person and their supervisor
- Meaning of “discussion for justification”
- Prior to the discussion, their supervisor should consider the following
  - The point when the occasional absence starts to become problematic
  - Is the absence justified on medical grounds?
    - Are there any underlying causes that can be addressed?
    - If not, what steps should be taken to improve attendance?

# Long term absence

- Long term absences are durations > 5 days



Types of Long Term Absence	Comments
<b>Chronic Sick leave</b>	Claimed by the employee for their own injury or illness. EA conditions apply.
<b>Personal Leave</b>	Claimed by the employee only for own injury or illness when: (a) chronic sick leave has been exhausted; or (b) employee chooses to use own leave in preference to chronic sick leave
<b>LWOP</b>	Claimed for injury or illness of the employee when : (a) chronic sick leave and personal leave is exhausted.
<b>LWOP</b>	Claimed for injury or illness of a member of the immediate family when : (a) personal leave is exhausted.
<b>Carer's Leave</b>	Claimed for an injury or illness for a member of the immediate family

# Responsibilities

## Employee

- Notification
- Documentation (evidence to convince a reasonable person that the employee is genuinely entitled to personal or carer's leave)
- Maintain contact

## Employer

- Approve/investigate employee application
- RTWI (important - must take place after all absences, timely and consistently)
- Review process
- Possible disciplinary action
- Maintain confidentiality