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| <b>Title</b>             | Abandonment of Work Policy |                                  | <b>P75</b>  |
| <b>Type</b>              | Council Policy             |                                  |             |
| <b>Document Owner</b>    | Chief Executive Officer    |                                  |             |
| <b>Approval Date</b>     | 31 May 2019                | <b>Review Date</b>               | 31 May 2022 |
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## PURPOSE

- To inform all Regional Council’s employees about the consequences of being absent from work without any reasonable excuse and approval by management.
- To guide managers in handling unapproved absences from work without any reasonable excuse in a fair and just way.

## SCOPE

This policy applies to all employees and managers of the Regional Council.

## LEGISLATION AND REFERENCE

- NT Local Government Act 2008.
- Fair Work Act 2009.
- NT Work Health and Safety (National Uniform Legislation) Act 2011
- Central Desert Regional Council’s Enterprise Agreement
- CDRC Code of Conduct

## POLICY STATEMENT

1. A leave form that clearly states the reason for leave must be completed for all absences from work, even part day absences. It must be approved by the employee’s supervisor (for example the Works Supervisor for Field Officer positions).
2. An employee who cannot come to work must tell their immediate supervisor of the reason for their absence before 9:00 am on the day of their absence. If the immediate supervisor is not contactable the employee must inform another relevant manager (for example the Director Works, Childcare Manager, etc).
3. Employees who do not come to work for 7 days in a row, without approval from the relevant immediate supervisor and a reasonable excuse, will be deemed to have abandoned their job and will be dismissed by the Chief Executive Officer.
4. The supervisor or other manager must take reasonable steps to contact the employee within the 7 day unapproved absence from work period by: phoning, writing to or emailing the employee or, visiting the employee’s home or last known address or, speaking to immediate relatives about the whereabouts of the employee. The employee must also make a reasonable effort to contact the employer and provide the required statutory documentary evidence for being away from work.

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5. If the employee returns to work within the 7 day period they will have to apply for relevant leave (for example recreation leave or leave without pay). A written note of their unapproved absence from work will be kept on their employment file.

## REVIEW HISTORY

| Date            | Details                              |
|-----------------|--------------------------------------|
| 4 February 2009 | Adopted                              |
| 3 February 2012 | Updated and adopted (CRN 268/2012)   |
| 6 June 2014     | Updated and adopted (CRN 088/2014)   |
| 31 May 2019     | Updated and adopted (CRN OC057/2019) |