

This policy sets out conditions applicable to Accident and Incident

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Example content:

Policy Statement

Employees are generally considered to have abandoned their employment if they are absent from their employment [REDACTED]

1. Purpose

The purpose of this policy is to describe the process to be followed where an employee is absent from [REDACTED]

2. Relevant Legislation

- Fair Work Act 2009
- Applicable award

3. Procedures

To ascertain if an employee has abandoned their employment [insert company name] will adopt the following procedure:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Correspondence to the absent employee will request an acceptable explanation for their absence. This must be provided within two working days or within the time stipulated in the relevant

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED] either *[insert company name]* or the employee. Termination must not occur over the telephone.

If the employee gives a reasonable explanation for their unauthorised absence from work and the reason is accepted by *[insert company name]*, then the employee may be subject to disciplinary action. Refer to Disciplinary Policy.