

This policy sets out conditions applicable to workplace attendance and absences.

The full content of the policy is available for download to your shopping cart.

Example content:

[Insert Company name] is committed to applying a consistent approach when dealing with an employee's unacceptable pattern of poor attendance and/or absenteeism from work.

Attendance at work to perform the requirements of the appointed position is essential to the efficient operation and productivity of *[Insert Company name]*. Poor attendance and excessive absenteeism also places an added burden on fellow employees and will be addressed as a matter of priority.

Absences for reasons such as personal illness or injury, or family emergency, must only be taken in accordance with the relevant provisions of the industrial instrument (such as Modern Award Award, NAPSA or Agreement) or legislative provision that applies to the employee concerned and the requirements outlined in other relevant policies.