*\*\*BLUE TEXT SHOULD BE REMOVED BEFORE ISSUE\*\**

***How to deal with Unauthorised Absences***

*Before you can regard the employment relationship as over, you must take several steps.*

*Firstly, double check that the time hasn’t been booked off - it might not have been properly logged or requested. If that’s not case, see if the employee has phoned in sick but perhaps notified the wrong person. Check your inbox to see if they have e-mailed you. Speak to colleagues as necessary.*

*A failure to follow your correct procedures can be a disciplinary matter in itself.*

*If this exercise doesn’t provide any answers, you can’t just assume that the employee has left and take steps to terminate their employment. The employee could be ill or dealing with a family emergency but unable to notify you about it. Therefore, you must make a real and proper effort to contact them.*

*Telephone contact is the easiest option - but leaving one message isn’t enough to discharge your duty. Several attempts at different times should be made. Keep a note of all calls.*

*You’ll then need to write to the employee about their unauthorised absence (use the below template letter). Give them 48 hours to get in touch with you.*

*If you don’t hear anything, write again. This should be more formal and state that if you don’t hear anything within another 48-hour period, you’ll assume that this employee has resigned from the first day of unauthorised absence.*

*If the employee reappears, unless there’s an exceptional reason, e.g. a family emergency, the unauthorised absence should be dealt with via your normal disciplinary procedures.*

*There is no obligation to pay the employee for the period of their unauthorised absence if there’s no good reason for it. This is because they won’t have performed a key element of their contract, i.e. to turn up to work.*

Date [insert date of letter]

Dear [insert name of employee]

According to our Company records, you failed to report for work on [insert date] and you have not reported for work since that date. We have not received any explanation from you for your non-attendance. On [insert date] at [insert time] [insert name of contact] did try to make contact with you by telephone (but there was no answer/but you were not available and so a message was left for you which you did not acknowledge).

Your conduct in failing to report for work without providing any reason whatsoever implies that you intend to, or have, resigned your position with the Company. If this is not your intention and you are proposing to return to work, we would ask you to contact [insert name of contact] as a matter of urgency and, in any event, by no later than [insert time] on [insert date].

You will be asked to explain why you have both failed to report for work and to contact us and when you do expect to return to work. We must warn you that unauthorised absence without good reason is a serious disciplinary offence which could result in disciplinary action being taken against you in accordance with the Company’s disciplinary procedure. Depending on the particular circumstances of the case, it may amount to gross misconduct.

However, if you have resigned, please supply us with a written resignation letter as soon as possible.

Please note that you will also not be paid for any day or days of unauthorised absence.

Yours sincerely

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[Insert signature and name of author]