

How To – Manage Non-Reporting of Absence

Failure to follow the correct absence reporting procedure is a conduct issue and should be dealt with under the Achieving and Maintaining Standards Procedure – Discipline or Disciplinary Procedure for Teachers.

However, in the first instance the manager should give the employee the opportunity to explain their reasons for failing to keep in touch. This should be approached sensitively (see Step 1).

What do you know about the employee? Do they live alone? Were they feeling unwell yesterday? Is this unusual behavior?

Step 1

Key activities for a manager to undertake are:

- Contact the employee, initially by telephone.
- This is a supportive call to check the employee's welfare.
- Establish when they intend to return to work.
- For longer absences, agree the reporting frequency going forward.
- Establish why the employee didn't make contact and remind them of the correct absence reporting procedure.
- Put a note of the conversation on the employee's file.

However, if the employee is not contactable by telephone, the manager should move to Step 2 of the process.

Step 2

Key activities for a manager to undertake are:

- Contact the employee by letter asking them to make contact by a specific date. However, if it is known that the employee lives alone and this is unusual, you may want to go to their home/look at other emergency contacts, if there is no response.
- 3-5 days would be considered a reasonable period.
- Include a copy of the Absence Notification and Communication process under the Supporting Health and Wellbeing Procedure.
- If the employee makes contact establish why they didn't make contact initially and remind them of the correct absence reporting procedure.
- Put a note of the conversation on the employee's file.

However if the employee does not make contact as requested, inform Payroll – payrollandreward@pkc.gov.uk of the unauthorised absence and request suspension of sick pay (giving details of the effective date) and move to Step 3 of the process

Step 3

Key activities for a manager to undertake are:

- Contact the employee by letter confirming their sick pay has been suspended and asking them to attend a meeting.
- It is not a formal meeting so there is no need to give 5 working days' notice or the right to bring a representative.
- Arrange a suitable meeting room.
- Establish why the employee failed to make contact initially.
- Remind them of the correct absence reporting procedure.
- Advise employee that any further failure to follow the correct reporting procedure may lead to disciplinary action.
- Write to the employee confirming this.
- Put a copy in the employee's file.

However, if the employee fails to attend the meeting, move to Step 4.

Step 4

As the employee has still failed to make contact despite being requested, they should be called to a disciplinary hearing.

Key activities for a manager to undertake are:

- Arrange a disciplinary hearing, giving 5 working days' notice and the right to be accompanied.
- Ensure a Senior HR Officer will be present as dismissal could be the outcome.
- Confirm the meeting arrangements in a letter to employee.
- Establish why the employee failed to follow the correct reporting procedure.
- Consider any mitigating factors.
- Make a decision based on the evidence available.
- Confirm the outcome in a letter.

If the employee fails to attend, make a decision based on the evidence available and confirm the outcome in a letter.

Email – payrollandreward@pkc.gov.uk to advise of the dismissal and any outstanding annual leave.