

Absence Management Policy

1. Purpose

This policy outlines the guidelines and procedures for managing employee absences due to illness, personal reasons, or other circumstances.

2. Scope

Applies to all employees of [Company Name].

3. Types of Absence

- **Sick Leave:** Absence due to illness or injury.
- **Personal Leave:** Absence for personal matters or emergencies.
- **Unpaid Leave:** Absence without pay, subject to approval.
- **Other:** As defined in employment contracts or local regulations.

4. Notification Procedure

- Inform your manager as soon as possible and no later than the start of your workday.
- Provide an expected return date, if known.
- Submit required documentation (e.g., medical certificate) if absence exceeds [X] days.

5. Recording Absence

All absences must be recorded in the company's HR system or communicated to HR as per procedure.

6. Return to Work

- Employees should notify their manager before returning to work.
- A 'Return to Work' discussion may be required for extended absences.

7. Disciplinary Action

Unauthorised or excessive absences may lead to disciplinary action in line with the company's disciplinary procedures.

8. Policy Review

This policy will be reviewed annually or as necessary.