

How to use this template:

- First, click "File", "Make a Copy", and save a new, editable copy in your own Google Drive.
- Edit the policy to include your business name, and to fit your company's policies.
- Check with a legal professional to ensure your absence policy complies with all relevant labor laws.

Absence Policy - [Your Business Name]

This policy guides how unexpected, unforeseen and unscheduled absences are treated for the employees of [business name].

Sickness Absence Policy

Employees are entitled to be absent from work if they are unwell or injured, and as a result are unable to perform their regular duties to their regular standard.

A sickness absence as per this policy includes when an employee's child or dependent is sick or injured and the employee must take time off work to care for the child or dependent.

Absence for Mental Health Reasons

For the purposes of this policy, a sickness absence includes both physical and mental health. Employees are entitled to the same sick leave and compensation for mental health reasons as for physical injuries and illnesses.

Absence for Personal Reasons

Employees are entitled to up to ten days off per year for personal reasons, including family commitments, personal obligations and unforeseen circumstances.

Notification Procedures

Employees must notify their department manager as soon as possible if they are unable to attend their regular scheduled shift.

The absence must be entered into the [Flamingo App](#) and approved by the employee's department manager.

Unexcused Absences

If the employee is absent without making a reasonable effort to notify their department manager, their absence will be considered a no-show and subject to disciplinary action.

It will also be considered an unexcused absence if the employee is not present for more than 50% of their scheduled hours on a single day (including lateness and early departure, combined), without approval from their department manager.

Compensation for Sick Leave and Mental Health Leave

Employees can be paid for a maximum of 28 days per year of sick leave and mental health leave (combined).

Compensation will be paid automatically in the pay period, together with the employee's regular pay.

Compensation for Personal Leave

Employees can be paid for a maximum of five personal days per year.

Compensation will be paid automatically in the pay period, together with the employee's regular pay.

Long-Term Sickness and Personal Leave

If an employee's health or personal commitments will result in an absence of longer than 20 consecutive working days, they are required to notify their department manager and apply to the human resources department for a long-term leave of absence.

If approved, a long-term leave of absence is unpaid, but the employee may return to their original position upon return to work.

Procedures for Breaching This Policy

Breach of this policy will result in the employee's leave not being compensated, or their leave being treated as an unexcused absence.

Unexcused absences will be subject to disciplinary action. More than three consecutive unexcused absences, without the employee making a reasonable attempt to contact their department manager, will be considered as job abandonment and may result in termination of the employee's contract.

Questions and Clarification

For any questions or clarifications on this policy, please contact human resources at hr@abc.llc, or contact your department manager.