

UNAUTHORISED/UNPLANNED ABSENCE POLICY

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Unauthorised / Unplanned Absence Policy

Version 1.0

Document Control Summary

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Financial implications of This version	None

Policy statement

The MRC has a duty of care to all individuals working within MRC establishments. It is therefore important to monitor attendance and if required act upon any unexpected absence; to ensure that individuals are safe and accounted for.

The unauthorised/unplanned absence policy and procedure (the 'Unauthorised Absence Policy') has been agreed with the National Trade Union Side and complies with statutory legislation as well as ACAS best practice. In addition, the MRC's policies are assessed for language accessibility and equality impact. The MRC's operational activities are regularly reviewed with key stakeholders and Trade Unions, which in turn contributes to the further development of the MRC's policies.

The unauthorised/unplanned absence policy applies to all employees of the MRC including those employed on temporary or fixed term contracts. In addition, the policy will also apply to visiting workers, students and those workers provided by a third party agency.

1. Principles

- 1.1 The MRC has a duty of care to promote health and safety and this is extended to employees between home and their place of work. Whilst the MRC expects contractual attendance at work unless there has been a planned arrangement authorised by management (for example annual leave, parental leave, maternity leave, special leave etc.). Unplanned and unexpected absences should initially be treated as a cause for concern and should be brought to the attention of the manager via the notification procedure outlined in the absence management policy.
- 1.2 Once it has been established that the individual is safe but that notification and certification procedures have not been adhered to, unplanned absence will be treated as unauthorised.
- 1.3 There is no obligation for the MRC to pay an employee during a period of unauthorised absence and disciplinary action may be taken.

2. Policy & Procedure

- 2.1 Where an individual fails to attend for work as expected, managers should take all necessary action to attempt to contact the missing employee, student or worker. Any unauthorised absence must be reported to the regional/unit HR team.

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3. Effective date

3.1 This policy is effective from 1 January 2009.

4. Review date

4.1 This policy will be regularly reviewed to incorporate any legislation changes and will be formally reviewed January 2012.

5. Amendment history

Version	Date	Comments/Changes
0.2	December 2008	Amended by Corporate HR as part of project review of HR policies.
1.0	1 st January 2009	Release of revised policy.