**Unauthorised Absence Checklist**

Staff members name:

Department:

Line manager:

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **By whom** | **Date actioned** | **Comments** |
| **Day 1** – Make contact via telephone (if no answer leave a voicemail requesting a call back) or email. |  |  |  |
| If no contact has been received, contact the employee via email, requesting they make contact with you via telephone |  |  |  |
| If no contact has been received, make contact with the employee’s next of kin |  |  |  |
| Contact Payroll to with hold pay until further notice. |  |  |  |
| **Day 2** – If the employee remains absent without making any contact, make contact via telephone (if no answer leave a voicemail requesting a call back) or email. |  |  |  |
| Contact Workforce Advisory Service to discuss the circumstances (discuss whether to contact the Police or Safeguarding) |  |  |  |
| Write to the employee detailing their absence and attempts made to contact them  *Template letters available on oneHR.* |  |  |  |
| **After deadline** – If contact still hasn’t been made by the employee the manager will send the employee a letter inviting them to attend a disciplinary hearing.  *Template letters available on oneHR.* |  |  |  |
| If employee makes contact/submits sick notes, ensure Payroll are notified to re-commence pay. |  |  |  |