



# Tiwi Islands Regional Council

<b>Title:</b>	<b>Abandonment of Employment Policy</b>
Policy No:	63
Adopted By:	Council
Next Review Date:	April 2023
Responsibility:	Organisational Development and Change Manager
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Version	Decision Number	Adoption Date	History
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## Background

This policy is to outline the steps that Tiwi Islands Regional Council (TIRC) will take to address any abandonment of employment in a fair and equitable manner.

## Policy statement

Abandonment of Employment is uninformed / unauthorised absenteeism of an employee at their designated work place for a period of ten consecutive working days without a notification to the Council.

This Policy applies to all fixed term and ongoing employees of TIRC.

If a casual employee with less than 12 months of service is absent without notice for ten consecutive working days or shifts the employee can be terminated without notice.

If a casual employee with more than 12 months of service is absent without notice for ten consecutive working days or shifts, their situation will be assessed on a case by case basis with consideration of the relevant award conditions.

## Procedure

All Council employees who are unable to attend their designated duties are required to notify their supervisor of the reason for their absence by 9.00am on the first day of absence. If the supervisor is not contactable then employee must inform the HR department on the first day of absence.

If an employee fails to attend work for more than five working days or shifts in a row without notification, explanation or approval from their supervisor, TIRC may deem that the team member has abandoned their employment. TIRC will only do so after it has made genuine and reasonable attempts to contact the team member to confirm their intentions. For example, the supervisor may try to contact the team member by telephone, email, instant message or post



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to seek their intention of absenteeism.

Employees who do not come to work for more ten consecutive working days without inform or approval from their supervisor and who have made no contact with their supervisor will be forwarded to the Human Resources Manager by the supervisor.

The CEO will be informed by the HR Manager about the employee's absences and attempts made by TIRC to contact the employee.

The CEO will send a final notice to the employee who has abandoned employment and ask them to reply to the notice accordingly within five working days. A genuine and reasonable attempt must be made to deliver the notice to the employee via letter, email or another appropriate method of communication.

If there is no reply to the final notice within five working days, the CEO may deem that the employee has abandoned their employment and their employment may cease.

### **Associated resources**

<https://www.fairwork.gov.au/>