**Unauthorised Absence Policy**

November 2018

**Purpose**

Daniel Thwaites Plc ("the Company") operates the following policy in relation to annual leave. This policy sets out the statutory rights and responsibilities of colleagues who wish to take time off for dependents leave.

**Scope**

The policy is a guide only and not contractual and applies to all employees within the Thwaites group of companies.

**Unauthorised Absence**

Unauthorised absence applies if an employee fails to comply with the Company’s sickness absence reporting procedure (or provide the required evidence within the required time period), fails to attend work, fails to return from holiday or is absent from work for any other reason without permission.

If an employee is absent from work without good cause and/or fails properly and effectively to notify the Company of their line manager or the People Team, this may be treated as a serious disciplinary offence, potentially constituting gross misconduct.

**Procedure**

**Action on first day of absence**

On the first day of the employee's absence, a representative of the Company will attempt to contact the employee via telephone. If contact is not made, the Company will attempt to contact the employee's next of kin or listed emergency contact.

**Action on second day of absence**

On the second day of the employee's absence, if no contact has been made by employee and the Company representative has again been unable to contact the employee and has not received a satisfactory explanation from the employee's next of kin or emergency contact, a letter or email will be sent to the employee explaining the absence is unauthorised.

**Further action after second day of absence**

If, following the letter, the employee has still not contacted the company, a letter or email will be sent to the employee inviting them to attend a disciplinary hearing regarding their unauthorised absence.

**Disciplinary action**

An Investigation and/or disciplinary action may be taken against the employee if the employee returns to work without providing a reasonable explanation.

# Unauthorised Annual Leave

# If an employee has been refused a request for annual leave, the Company will confirm in writing:

* that the employee is expected to attend work as usual; and
* failure to do so will be unauthorised absence, be unpaid and may result in disciplinary action, which could result in summary dismissal for gross misconduct.

If the employee fails to attend work, the Company will treat the absence as unauthorised.

Should the employee state the absence was due to sickness, medical confirmation will need to be provided during the investigation process.