

**TITLE: REPORTING OF ABSENCES**

**SCOPE: This document is aimed to be a guide for the task of reporting in absences.**

**PROCEDURE:**

- Inspectors are to phone the Team Leaders or Team Manager to report their absence, Administration Officers are to phone the Team Manager to report their absence.

*PLEASE NOTE:* Utilising email is not the preferred form of contact to report in an absence.

- The Team Manager and Team Leaders are to relay all absences to the relevant Administration Officer.
- The Administration Officer is to record those absences in the following manner:
  - Write alongside the staff members name on the team movement’s whiteboard *eg. Sick, due back Tues.*
  - Open the electronic MCT Leave Calendar and record it in the row applicable to the staff member. Each cell is one day so please colour it accordingly for the type of leave necessitated and the presumed days concerned (this can be altered once this has been accurately determined). The colour legend is along the horizontal axis.  
**G:\Regulator\CR&B\Triage & File Allocation** (select the file with the relevant fiscal year)
  - Every weekday morning between 9.00-9.30am, compose an email stating who is absent and what leave *eg. Flexi, Recreation Leave, Sick Leave, Long Service Leave etc (example below).*

