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Absent Without Leave and What You Need to Know..

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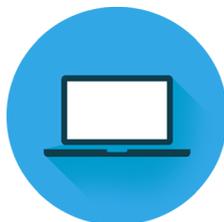
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HR Heroes are your local providers of Employment Law, Human Resources and Health & Safety advice for businesses with fewer than 100 staff.

To find out more about any of the services HR Heroes provides, please don't hesitate to get in touch.



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We look forward to hearing from you.

Make the complicated simple,
your business is tough enough.

What does 'AWOL' actually stand for and what does it mean for your business?

AWOL is an abbreviation of Absent Without Leave, and it's the phrase used when an employee doesn't turn up and doesn't follow any processes for informing you when they aren't going to attend work.

This form of absenteeism can be very disruptive to a business as you just don't know where you stand when an employee is AWOL. What's wrong with them? Are they ok? Are they coming back? As long as your handbook supports it, every employee has a responsibility to ensure they inform you they are going to be absent following set guidelines.

What is that process I hear you say!

Well it is the disciplinary process and as long as you follow your obligations properly, it will enable you to deal with the situation quickly and efficiently.

When it becomes obvious that an employee has not turned in for the day then you must



initially try and make contact with them by way of calling them and leaving a message if they don't answer.

If even after leaving messages to get in touch your employee still fails to attend work over a period of time, then you can start a formal process.

This is where you have the ability to write to the employee asking them why they haven't attended work. Over a defined period of time you continue to write to the employee on a regular basis, taking them through the disciplinary process even if they don't respond or attend any scheduled hearing.

Some employees do just disappear and have no intention of returning to work, using the AWOL process allows you to manage the situation properly and within your legal obligations.



QUESTIONS ABOUT THIS FACTSHEET?

If you have any questions about the information contained in this factsheet, no matter how small or you require template documents, don't hesitate to contact us.