

Unauthorised Absence

June 2025

Protocol for deduction of pay

Employees have a contract of employment with the Council and there is an expectation that employees will attend work as far as possible to undertake work as required.

Where an employee is unable to work for reasons such as sickness, special leave, medical appointments etc there are provisions within existing policies to accommodate these circumstances. Employees must ensure they contact their manager in accordance with these procedures.

If an employee fails to attend work without any explanation, in the first instance, the Manager should attempt to make contact by telephone, home visit or letter to their home address to ensure the employee is safe and well. The employee will be required to explain why they did not attend work and why they failed to make contact. If the employee provides a reasonable explanation, no further action will be required.

If no response can be obtained, it will be necessary for the Manager to make a further attempt to contact the employee by phone, email or letter.

If non-attendance seems to be out of character for the employee concerned, managers should attempt to contact the next of kin; Occasionally, it may be necessary to consider contacting the police.

If a response is still not received, the letter below will be issued and pay will be suspended.

Disciplinary action may be taken if the employee eventually responds or returns to work but cannot provide a reasonable explanation for their absence and failure to make contact.

If in any instance an overpayment has been made, the employee will be required to repay this. The overpayment will be deducted from the following month's pay, in line with standard practice.

Letter template

I am writing to you as you have been absent from work since (insert date) and have failed to provide any explanation for this absence.

If you are absent due to sickness may I remind you the Councils sickness reporting procedure, states:- *“on the first day of absence, employees must contact their Supervisor/Manager or nominated Administrative Officer before 9am ... If the employee cannot make the contact themselves due to hospital admission or incapacitation, then someone else must contact work on their behalf.*

Attempts have been made to contact you by telephone / email and a home visit was made on (insert date if applicable)

You are required to contact me by telephone, email or letter by (insert deadline of 3 days) as you are currently absent without permission or authorisation. Failure to contact me by this date so will result in your pay being suspended.

I must advise you that the Councils' Disciplinary Policy confirms that 'being absent without permission (*absent without leave* or 'awol'") is an example of misconduct and disciplinary action may be taken against you.

The Council will suspend your pay until a legitimate and acceptable explanation is provided by you as to the reason for your absence. If this explanation is accepted, your pay will be reinstated.

Yours Sincerely

Line Manager

Bury
Council