ATTENDANCE & ABSENTEEISM POLICY

Human Resources
YASC POL 02 – V7

2026

YARRABAH ABORIGINAL SHIRE COUNCIL
56 Sawmill Rd Yarrabah, QLD 4871

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1. LEGISLATION AND AUTHORITY

The Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)
Industrial Relations Act 2016(Qld)
Queensland Local Government Industry (Stream A, B & C) Award – State 2017
YASC Leave Policy
YASC Code of Conduct

2. COUNCIL'S STATEMENT

Yarrabah Aboriginal Shire Council *('YASC')* conducts its business with integrity, honesty and fairness. All employees are expected to work within the rules and actions of Council will comply with all relevant laws, regulations, codes and corporate standards.

Everyone representing YASC must reflect the highest standards of behaviour. Our relationships are critical to the ongoing success of our organisation. Our leaders have responsibility for fostering a culture where ethical conduct is recognised, valued and applied at all levels.

This policy is to be read in conjunction with the Code of Conduct, which outlines our standards of behaviour and workplace culture are in accordance with YASC's principles:-

3. PURPOSE

This Policy sets out what is expected of YASC employees in terms of their attendance at work, and what they are required to do if they are absent from work.

4. COMMENCEMENT OF POLICY

This Policy replaces all other attendance and absenteeism policies of YASC (whether written or not).

5. APPLICATION OF THE POLICY

This Policy applies to all YASC employees, including casual employees. It does not form part of any employee's contract of employment.

6. ATTENDANCE

Regular attendance is essential to the efficient workflow and productivity of YASC. An employee not attending for duty as required shall lose their pay for the actual time of such non-attendance, other than for authorised paid leave.

7. ABSENCE

Employees must comply with any agreement or award that applies to their employment and deals with attendance or absence. They must also comply with any requirements set out in their contract of employment in respect of attendance or absence.

If an employee is absent for any reason, they must notify their supervisor or manager as soon as reasonably practicable, indicating the reason for the absence and extent of the anticipated absence. During absences extending more than one day, employees must contact their supervisor regularly to keep YASC updated as to the circumstances of the employee's continuing absence. Where an employee finds that they cannot return to work as scheduled, they must notify their supervisor or manager as soon as possible.

Depending on the circumstances of the absence, the leave of absence may be approved, denied, paid or unpaid. Further, YASC may require reasonable evidence to support the reason(s) for the absence. If such evidence is required, it must be supplied as soon as reasonably practicable.

Where an employee is absent for a reason specified in another YASC policy (for example, sick leave, carer's leave, annual leave, parental leave etc.), the employee must comply with any requirements set out in that policy.

8. ABANDONMENT OF EMPLOYMENT

An employee who has been absent for a period of 7 working days without the consent of YASC and who does not, during such time, establish to the satisfaction of YASC a reasonable cause for the absence shall be deemed to have abandoned their employment.

Any termination of employment on the basis of abandonment shall be effective as from the date of the last attendance at work or the last day's absence in respect of which consent was granted.

9. DISCIPLINARY ACTION

Repeated late attendance or absence from work without a valid reason will be cause for disciplinary action, which may include termination of the employee's employment.

10. VARIATIONS

Council *reserves the right to vary, replace or terminate this policy from time to time.*

11. DOCUMENT CONTROL

Amended Date:	30 January 2020	Resolution No. 03:30/01/2020	Version No. 2
Amended Date:	17 February 2021	Resolution No. 05:17/02/2021	Version No. 3
Amended Date:	18 May 2022	Resolution No. 09:18/05/2022	Version No. 4
Amended Date:	29 June 2023	Resolution No. 11:29/06/2023	Version No. 5
Reviewed Date:	26 July 2024	Resolution No. 11:26/07/2024	Version No. 6
Reviewed Date:	19 August 2026	Resolution No. 28:19/08/2026	Version No. 7
Next Review Date:	2027		
Responsible Officer:	Chief Executive Officer (CEO)		

Richard Wright
Chief Executive Officer (CEO)

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