

# Abandonment of Employment Policy

## 1. Purpose

- 1.1 This policy has been developed to address the management of abandonment of employment and informs employees of their obligations in relation to attendance and the circumstances in which ServiceFM may deem an employee to have abandoned their employment.

## 2. Scope

- 2.1 This policy applies to all ServiceFM employees, workplaces, and work activities.

## 3. Policy Statement

- 3.1 ServiceFM expects that employees attend work at scheduled times or advise their direct Manager if unable to attend. An employee's continuing failure to attend work, and their failure to respond to enquiries from our company about their non-attendance, shall constitute a termination of the employee's employment at the initiative of the employee through abandonment of employment.

## 4. Principles

- 4.1 ServiceFM shall deem that an employee has abandoned their employment in circumstances where the employee is absent from work for a period of seven (7) consecutive days or shifts without notification or consent.
- 4.2 An employee may also be taken to have abandoned their employment if he or she simply 'walks off the job' or fails to return to work after a period of authorised leave.
- 4.3 Where provisions relating to abandonment of employment are contained in a relevant industrial instrument (such as award, or agreement) or legislative provision that applies to the absent employee, then those provisions as stipulated in the relevant instrument or provision will apply where they differ to this Abandonment of Employment Policy.
- 4.4 In the absence of provisions relating to abandonment of employment being contained in a relevant industrial instrument (such) or legislative provision, the following will be occurred in determining whether an employee has abandoned their employment
  - The manager responsible for the employee must establish that the employee's absence is unauthorised, by checking relevant records (such as rosters, attendance records, time sheets, time clocks, leave applications) and by checking with the employee's immediate manager/supervisor; and
  - The manager responsible for the employee must attempt to contact the absent employee (including any emergency contacts nominated on the employee's Personnel File), either personally, by email or by letter sent by registered mail, to determine the reason for the absence and whether the employee intends to return to work

- 4.5 The contact inquiry by the manager must state that failure by the employee to return to normal duty and to give an acceptable explanation for their absence within a specified time will be regarded as the employee having terminated their employment, without notice, on the date of the employee's last day of attendance at the workplace, on the grounds that they have abandoned their employment.
- 4.6 Disciplinary action, including termination of employment, on the grounds that an employee has abandoned their employment shall only occur after ServiceFM has made significant and documented attempts to ascertain the whereabouts of the employee.
- 4.7 If the employee gives a reasonable explanation for their unauthorised absence from work that is acceptable, then the presumption of abandonment of employment may be reversed.

## 5. Feedback

Feedback about this document can be emailed to [compliance@servicefm.com.au](mailto:compliance@servicefm.com.au)

## 6. Endorsement

- 6.1 This policy is authorised, supported, and approved by:



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James Pollock – Chief Executive Officer

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