UNPLANNED LEAVE PROCESS

Employee faces an emergency or sudden sickness and can not report to work.

Call or e-mail Line Manager (or HR if Line Manager is not reachable) by maximum 9:00 AM,
(1) Identifying reasons for leave;
(2) expected return date;
(3) Highlight urgent client issues that must be attended to.

Line Manager notifies HR

HR inputs leave on the system as appropriate

HR coordinates call forwarding and notifies other staff affected by the absence

Line Manager manages pending work and allocation of tasks