**UNPLANNED LEAVE PROCESS**

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| --- | --- |
| Employee faces an emergency or sudden sickness and can not report to work. | |
| **l** | **r** |
| Call or e-mail Line Manager (or **HR** if Line Manager is not reachable) by maximum 9:00AM, (1) Identifying reasons for leave; (2) expected return date;  (3) Highlight urgent client issues that must be attended to. | |
| **l** | **r** |
| Line Manager notifies **HR** | |
| **l** | **r** |
| **HR** inputs leave on the system as appropriate | |

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

**lr**

Line Manager manages pending work and allocation of tasks