Absence Without Leave (AWOL) Procedure and Guidance Appendix 1

1. FLOWCHART

Colleague is absent from duty without permission or authorisation and have failed to make appropriate contact with the Trust, or colleagues has failed to maintain appropriate contact during sickness absence.

The department manager / person in charge at this time should make every attempt to contact the colleague via telephone and any other appropriate method of communication. This should be recorded, including how the communication was made and the time and date of attempted contact.

Is contact made?

No

Once contact is made with the colleague, a meeting should be arranged as soon as possible.

The department manager / person in charge at this time should contact the emergency contact for the colleague if they are unable to contact the colleague, and do not receive contact from the colleague within 2 hours of the start time of the shift, or 4 hours from when contact was expected if the colleague is already absent (i.e., sickness).

Yes

Yes

The department manager / person in charge at this time should contact People Services within 4 hours of the start time of the shift, or 8 hours from when contact was expected if the colleague is already absent (i.e., sickness). Any information that is relevant concerning the colleague's welfare or health must be reported immediately.

The department manager / person in charge at this time should send letter 1A within 24 hours of the start time of the shift, or 24 hours from when contact was expected if the colleague is already absent if there has been no contact from the colleague.

Is contact made?

No

Once contact is made with the colleague, a meeting should be arranged as soon as possible.

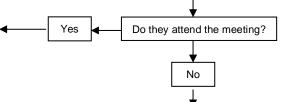
If home visit is deemed appropriate and the colleague is at home when the home visit is conducted, the department manager / person in charge at this time should explain the reason for the visit, conduct a wellbeing and welfare check with the colleague and discuss next steps.

Consider if a home visit is appropriate and is contact made? (Home visit must be conducted with another member of the Trust present)

No L

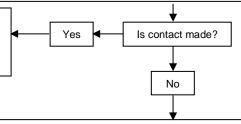
If it is not deemed appropriate to conduct a home visit, or the colleague is not home when the home visit is conducted, the department manager / person in charge at this time should send letter 1B to invite the colleague to a meeting and to inform them that they will be recorded as AWOL from the first day of no contact, which will mean they are on unpaid leave.

If the colleague attends the arranged meeting, discuss reasons for absence and next steps.



If the colleague does not attend this arranged meeting, a discussion should take place with People Services to whether there is a substantial reason for the colleague's behaviour such as health and wellbeing, and/or safeguarding concerns. If it is deemed that there are no concerns, the case must be escalated to a senior manager with the authority to dismiss and no prior involvement and letter 2A should be sent to the colleague to advise that their employment may be at risk if they do not contact the Trust within a specified timeframe.

If contact is made following letter 2A, a meeting should be arranged as soon as practicably possible to discuss next steps.



If contact is not made following letter 2A, and all appropriate actions have been taken in line with this procedure and guidance, the senior manager should progress with sending letter 2B to the colleague to inform them that their contract of employment with the Trust has been terminated. The department manager should action this termination via ESR.

