FTM/CMW Absence Notification Form

The WorkPac System

WorkPac

Name of FTM/CMW*:	
Client and Site:	
Type of Engagement:	Casual ☐ Permanent ☐ Other ☐
Type of Absence:	Unplanned (i.e. Personal/Carer's) ☐ Planned (i.e. Annual) ☐ Without Pay ☐ Other (i.e. Community Service, please specify) ☐
Absence Start Date:	**Absence End Date:**
Total Number of Hours and/or Rostered Shifts Absent:	
Signature of FTM/CMW:	**Date:**
Cover for Site Operational Requirements Required: (i.e. Emergency Standby/Critical Position)	Yes No (This excludes Personal/Carer's Leave circumstances)
Name of Client Representative:	
Client Representative Notified:	Yes ☐ No ☐ **Time:** : am ☐ pm ☐ **Date:**
Leave Accruals Checked:	Yes No Not Applicable
Time Absence Notified to WorkPac:	**Time:** : am pm **Date:**
Name of WorkPac Representative:	
Signature of WorkPac Representative:	**Date:**

Procedure for Absence Management

For Planned Absences (i.e. Annual Leave): The FTM/CMW is required to seek approval from their WorkPac Representative by submitting this form (prior to the Planned Absence). FTM/CMWs are required to give the prescribed amount of notice under a relevant Industrial Instrument, or a reasonable amount of notice as outlined in the WorkPac Notice of Offer of Employment. Where the leave has been approved by a WorkPac representative, the FTM/CMW is required to notify their immediate Client Supervisor of the Planned Absence.

For Unplanned Absences (i.e. Personal/Carer's Leave): The FTM/CMW must notify their Client Representative prior to the start of shift that they are unable to attend work and they must notify their WorkPac Representative immediately thereafter. Upon returning to work, the FTM/CMW must immediately complete the Absence Notification Form.

Casual FTMs/CMWs: Must follow the above notification process by identifying specific shifts that they are not available for and their expected return to work date.

Please contact your WorkPac Representative or the WorkPac ER team on email ContactUs@workpac.com for clarification regarding this form.

***FTM - means Field Team Member / CMW - means Coal Mine Worker.**