FTM/ CMW ABSENCE NOTIFICATION FORM

Name of FTM/ CMW*:	
Client & Site:	
Type of Engagement:	Casual ☐ Perm Arrangement ☐ Other ☐
Type of Absence:	Personal (e.g. Sick) ☐ Planned ☐ Without Pay ☐ Other (please specify) ☐
Absence Start Date:	Absence End Date:
Total Number of Working Hours or Rostered Shifts Absent :	
Signature of FTM/ CMW:	Date:
Cover for Site operational requirements Required (*e.g. Emergency Satndby/Critical Pos*)	Yes ☐ No ☐ **(This excludes Personal Carer's Leave circumstances)**
Name of Client Supervisor:	
Client Supervisor Notified?:	Yes ☐ No ☐ Time: am ☐ pm ☐ Date:
Name of Client Superintendent	(Only Required if Supervisor unavailable)
Leave Accruals Checked?:	Yes ☐ No ☐ Not Applicable ☐
Time Absence Notified to WorkPac?:	Yes ☐ No ☐ Time: am ☐ pm ☐ Date:
Name of WorkPac Contact:	
Signature of WorkPac Contact:	Date:

PROCEDURE FOR ABSENCE MANAGEMENT

For planned absences: The FTM/ CMW is required to seek approval from your WorkPac representative by submitting this form (prior to the planned absence). FTM/ CMW's are required to give a reasonable amount of notice as outlined in the WorkPac Agreement. Where the leave has been signed and approved by your WorkPac representative and also by email to your WorkPac Recruiter, the FTM/ CMW is required to notify their immediate Client Supervisor of the planned absence.

Personal Carer's Leave: the expected process is that you notify your immediate Client Supervisor by telephone call (only) prior to the start of shift that you are unable to attend work AND then you must notify your WorkPac contact immediately thereafter by phone call (only). On your return to work you must immediately complete this Absence Notification Form.

Please be advised that any failure for WorkPac employees to adhere to this procedure will be deemed in most circumstances to be a failure to follow a legal and reasonable instruction by WorkPac, that may result in employees receiving performance management outcomes, that may eventually lead to termination of their employment for repeated breaches.

Casual FTMs/ CMWs: Must follow the above process by identifying specific shifts that they are not available for and what their next available next shift would be if there is any availability on that particular roster (e.g. prolonged absences).

Please contact your WorkPac Recruiter, WorkPac Site Contact or the WorkPac ER team on email irissues2@workpac.com for any clarity and or concerns regarding this form.

***FTM - means Field Team Member / CMW - means Coal Mine Worker (i.e. Both WorkPac Group Employee).**