

FTM/CMW ABSENCE NOTIFICATION FORM

Name of FTM/CMW*:			
Client and Site:			
Type of Engagement:	Casual	Perm Arrangement	Other
Type of Absence:	Personal/Carer's (i.e. 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:			
Cover for Site operational requirements Required (e.g. Emergency Standby/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:			

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 approved by your WorkPac representative and by 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 a repeated and wilful failure for WorkPac employees to adhere to this procedure may be deemed to be a failure to follow a legal and reasonable instruction by WorkPac. This could lead to disciplinary action, which may result in termination of their employment.

Casual FTM/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 ContactUs@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).