



INTERNATIONAL TRAINING COLLEGE-LINGUA

ABSENCE POLICY

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1) BACKGROUND

International Training College-Lingua (ITCL) must meet its mission and vision by satisfying its customer's demands. Employees at ITCL are therefore expected to be at work and to work a full work week, (Monday to Friday) except for authorized absence. Authorized absence includes the following:

- College Vacation time
- Sick leave
- Time off for a workers' compensation injury
- A death in your immediate family
- Maternity Leave
- Approved Study leave

Timely attendance at work is crucial to make the business run smoothly. Being tardy for work or leaving the job station before dismissal time will be considered cause for corrective action. Tardiness hinders teamwork among employees.

2) DEFINITION OF TERMS

- **Absence:** Failure to attend or appear at the workplace
- **Leave:** refers to the authorized time of absence of an employee of **International Training College-Lingua**
- **Tardiness:** The quality of being late or slow
- **Authorized leave:** Approved leave
- **Unauthorized leave:** Leave taken without authorization

3) PURPOSE

The purpose of this policy is to establish clear guidelines and expectations regarding attendance and leave for employees of International Training College-Lingua (ITCL). By outlining authorized reasons for absence, procedures for requesting leave, and consequences for unauthorized absences or excessive tardiness, the policy aims to ensure that the organization functions smoothly and efficiently. Additionally, the policy aims to foster accountability among employees and students regarding their attendance and punctuality, thus promoting a productive work and learning environment.

4) SCOPE OF THE POLICY

This policy shall be applicable to all staff members and current students of ITCL

5) PROCEDURE

- In the event that you are unable to come to work, the appropriate persons should be informed in advance where possible, but no later than your regular starting time, so that arrangements for other help can be made.
- Employees may be granted excused absence for sickness/illness when the appropriate person is notified prior to the start of work. A medical certificate is required. On return from sick leave, a leave form with proof must be completed.
- Absence of three or more consecutive scheduled working days without notifying the appropriate person will be considered as a voluntary termination, and you will be removed from the payroll.

- Application for leave for examination purposes should be completed in advance.

5.1. UNAUTHORIZED ABSENCE

- Examples include leaving early, excessive absenteeism through the use of sick leave and leave without pay, not following proper procedures in arranging absences, and unexpected absences without timely and proper notification of the supervisor.
- Supervisors should attempt to contact employees who fail to notify them of their absence.
- Unauthorized absences may result in disciplinary actions, and employees may be charged leave without pay.

5.2. DISCIPLINARY/CORRECTIVE ACTIONS

Examples of leave activities which may result in such actions include but are not limited to:

- Failure to follow the policy for reporting absences
- Excessive tardiness
- Taking longer and/or extra breaks than those scheduled
- Taking longer lunches than scheduled
- Unauthorized absence from the assigned work area
- A pattern of absences falling on days before and after holidays, weekends, vacation days
- Use of sick leave for reason other than the sickness of self, child, or allowable reasons
- Excessive absenteeism through the use of sick leave and leave w/o pay
- Leaving early before the end of your assigned work shift

If employees begin to develop a record of excessive absenteeism, the supervisor may require him/her to follow additional reporting policies and procedures.

6) ROLES AND RESPONSIBILITIES

6.1. Employees

- Attend work or classes regularly and punctually unless on authorized leave.
- Notify the appropriate person in advance if unable to attend work or classes, ensuring timely communication.
- Provide necessary documentation, such as medical certificates, for authorized absences, especially for sick leave.
- Obtain prior supervisory approval for pre-scheduled medical/professional appointments or other compelling reasons for absence.
- Adhere to the policy for reporting absences and follow procedures outlined in the policy.

6.2. Supervisors

- Ensure that employees understand the attendance and leave policy.
- Monitor attendance and address any concerns regarding tardiness or unauthorized absences promptly.
- Attempt to contact employees who fail to notify them of their absence.
- Provide necessary approvals for pre-scheduled absences and ensure proper documentation is submitted.
- Enforce disciplinary actions when necessary, following the guidelines outlined in the policy.

- Work with employees who develop a record of excessive absenteeism to improve attendance and adherence to reporting policies.

6.3. Office of Non-Academic Affairs

- Oversee the implementation and enforcement of the attendance and leave policy.
- Provide guidance and support to supervisors and employees regarding the policy.
- Maintain records of attendance, leave requests, and disciplinary actions.
- Assist supervisors in managing attendance-related issues and implementing corrective actions.
- Ensure fairness and consistency in applying disciplinary actions as per the policy guidelines.
- Review and update the policy as needed to align with organizational goals and legal requirements.