

WHAT WOULD YOU DO?

An employee leaves work early without permission, find out the best way forward and join in on the conversation **#LETSTALKHR**

CLOCK WATCHERS LTD HAS A PROBLEM WITH EMPLOYEE BRIAN WHO HAS BEEN WORKING FOR THE COMPANY FOR 3 YEARS



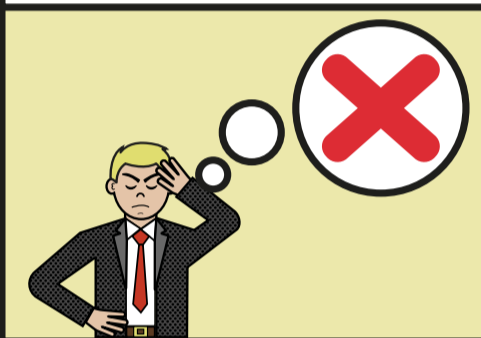
GARY, THE MANAGER, HAS NOTICED THAT BRIAN SEEMS TO BE LEAVING WORK EARLY WITHOUT PERMISSION

GARY MEETS WITH BRIAN TO INVESTIGATE THE MATTER, BRIAN DENIES THE CHARGES

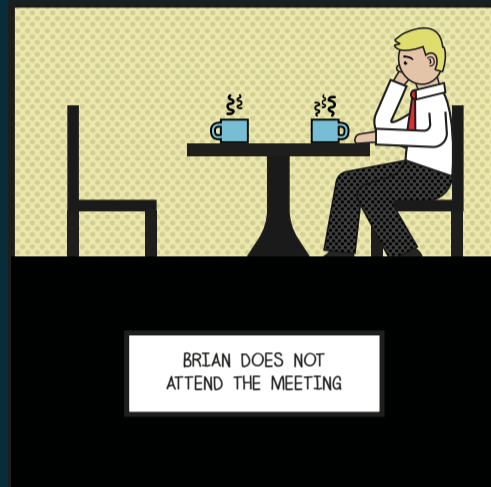


GARY INVESTIGATES AND FINDS THAT:

- 1) CCTV SHOWS BRIAN LEAVING AROUND 30MINS EARLY EVERY DAY
- 2) BRIAN IS STILL BEING PAID TO WORK 8 HOUR DAYS
- 3) THERE ARE NO ARRANGEMENTS IN PLACE FOR BRIAN TO LEAVE EARLY



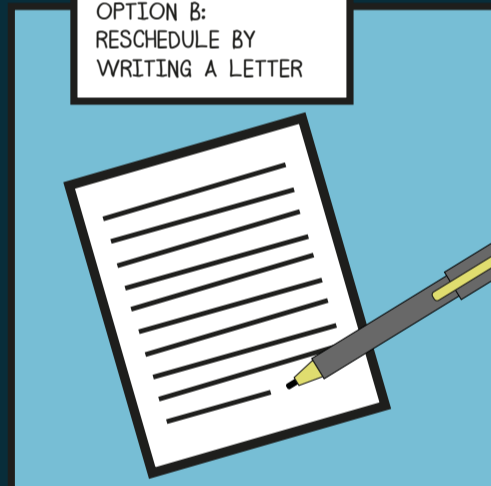
GARY INVITES BRIAN TO A DISCIPLINARY HEARING REGARDING AN ALLEGATION OF GROSS MISCONDUCT



BRIAN DOES NOT ATTEND THE MEETING



OPTION A: A SIMPLE PHONE CALL



OPTION B: RESCHEDULE BY WRITING A LETTER

OPTION A

A PHONE CALL TO FIND OUT WHERE THE EMPLOYEE IS. THIS SHOULD BE DONE TO MAKE SURE THEY RECEIVED THE INITIAL INVITE AND TO CHECK THEY ARE FIT FOR WORK, ESSENTIALLY TO SEE IF THERE IS ANY GOOD REASON FOR NONATTENDANCE. THIS MAY REVEAL THAT THEY ARE AWOL SO MAY NEED TO ADD THIS TO THE ALLEGATIONS.

OPTION B

TO WRITE TO THE EMPLOYEE TO RESCHEDULE AND RESERVE THE RIGHT TO MAKE A DECISION IN THEIR ABSENCE. DISMISSALS WILL BE UNFAIR IF A FAIR PROCEDURE ISN'T FOLLOWED AND, SHOWING THAT YOU HAVE PROVIDED THE EMPLOYEE WITH SUFFICIENT OPPORTUNITY TO DEFEND THEMSELVES IS INDICATIVE THAT YOU ARE FOLLOWING A FAIR PROCESS.

THE CORRECT APPROACH

IT'S BEST TO USE BOTH OPTIONS. CALLING AN EMPLOYEE IS A QUICK WAY TO UNDERSTAND WHY THE EMPLOYEE HAS NOT TURNED UP TO THE MEETING AND TO SEE IF THERE ARE ANY HEALTH ISSUES IN THE BACKGROUND THAT MIGHT BE RELEVANT. WRITING TO THE EMPLOYEE TO RESCHEDULE THE MEETING AND TO GIVE THEM ANOTHER CHANCE TO ATTEND (WHILE WARNING OF THE CONSEQUENCES IF THEY DON'T TURN UP) IS PART AND PARCEL OF A FAIR PROCEDURE - ESSENTIAL IF AN EMPLOYER IS TO SUCCESSFULLY DEFEND AN UNFAIR DISMISSAL CLAIM.

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