Unauthorised Absence

Usually absences from work are as a result of staff accessing different kinds of leave, such as annual leave, sabbatical leave, leave to attend a training event, maternity leave, sickness absence, leave to care for dependents etc.

Exceptionally, a member of staff may be away from work and not have accessed appropriate leave arrangements. Such occasions should be recorded and managed as potential unauthorised absence.

Managers must notify the relevant College/Support Group HR adviser when they become aware of a potential unauthorised absence - usually no later than the end of the first day of absence. The process to be followed is:

- the manager should notify the person responsible for recording sickness absences in their School/department. That person will enter the details in to the Absence management workflow system, which reports absences to HR.

An HR adviser will support the manager in identifying whether the absence is unauthorised or if other (leave) arrangements apply. Details of HR advisers can be found here.

Where the employee is a 'migrant worker' i.e. has required specific entry clearance to come and work for the University, the University has a statutory requirement to notify the UK Border Agency of the unauthorised absence.
A daily report is run by the HR Business Systems Teams to identify any migrant workers with unauthorised absence, and is sent to the local HR team.

The statutory reporting requirements are that the UKBA should be notified if a migrant worker is absent for more than 10 days without our reasonably granted permission, and the report should be submitted with 10 working days of the 10th day of an absence.

Further information on the **Immigration, Asylum and Nationality Act 2006** can be found [here](#).

Links to **information on leave** is available through the [Health and Wellbeing](#) website or the [HR Leave, Absence, and Attendance](#) policy page.

**Review**
This Policy/document was produced by Human Resources.

**Alternative Format**
If you require this document in an alternative format please email [UHRS@ed.ac.uk](mailto:UHRS@ed.ac.uk) or telephone 0131 650 8127.