

TSW Electrical Services Ltd

Absence Reporting Procedure

To ensure smooth operations and minimal disruption to planned works, all employees must follow the procedure below when reporting any absence (sickness, emergency, or other authorised leave).

1. Notify the Admin Team (Mandatory)

You must email the admin/accounts team at:

 accounts@tswgroup.uk

Your email must include:

- Your full name
- The date of the absence
- The reason for the absence (brief explanation)
- Whether you expect to return the next day

This must be done **as early as possible**, and no later than **7:00am** on the day of absence.

2. Inform Your Project Manager

You must directly inform the **Project Manager responsible for the job you are scheduled on that day**.

Your message should include:

- That you are absent
- What job you were scheduled to attend
- Any relevant handover information (if applicable)

This ensures the project team can rearrange labour and minimise delays.

3. Inform Any Colleagues Travelling With You

If **any employees were scheduled to travel with you** in your company vehicle (or personal vehicle if used for work), you must inform them immediately.

This allows them to make alternative travel arrangements without delaying site attendance for others.

4. Follow-Up Communication (If Required)

If your absence continues into the following day(s):

- You must send a **daily update** to accounts@tswgroup.uk
 - Keep your Project Manager updated
 - Provide fit notes where required (in line with HR policy)
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5. Failure to Follow Procedure

Failure to follow this absence reporting process may result in:

- Unauthorised absence being recorded
- Disciplinary action where appropriate