

## **21 Reasonable inquiries about certain absences**

- 21.1 This clause applies to an absence from work by an employee of 3 or more consecutive working days where the whole of the absence is not authorised or explained, or occurs without notification to the employer given before or as soon as practicable after the first day of the absence commences.
- 21.2 If an employee is absent from work as described in in subclause 1, the employer shall take reasonable steps to:
- a. contact the employee;
  - b. provide the employee with an opportunity to explain the absence from work; and
  - c. give genuine consideration to any explanation provided by the employee.