

职场必备法律知识

Essential legal knowledge for the workplace



What can be done about Employees who are Absent Without Permission

对无故旷工的员工，可以采取什么措施

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CCS Insights

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What can be done against Employees who are Absent Without Permission



- Employee absenteeism is an issue that many companies face on a regular basis. It is hard to ascertain the financial loss that a company suffers when its employees are absent at a high rate as absenteeism has a detrimental impact on the total output and efficiency of a company.
- When an employee is absent from work without permission or a legitimate reason, this is considered a violation of company policy, and employers should contact the employee promptly to inquire about the reason for the absence.



PRESENT



ABSENT

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What can be done against Employees who are Absent Without Permission



- After sending a show-cause letter to the employee who is absent without excuse, the employer should issue a warning letter if the employee concerned cannot provide a valid reason for his absence.
- After receiving the warning letter, if the employee is absent from work again, he will receive another warning letter from the company.
- Although employee absenteeism is numerous and varied in nature, the employer still needs to provide the employee with the opportunity to explain himself. And once his explanation is found to be unsatisfactory, disciplinary action can be taken against him, e.g., suspension without pay, demotion, or even dismissal.

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- 员工旷工是公司经常碰到的一个问题，当公司的缺勤率过高时，所遭受的经济损失是无法估计的，因为旷工对公司的整体产出和效率有不利的影响。
- 当员工没有得到许可或真正的理由而缺勤时，这违反了公司政策，雇主应即时要求员工说明缺勤的理由。

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- 雇主在向无故缺席的员工发出要求解释信后，如果相关员工不能提供有效的旷工理由，雇主应发出警告信。
- 在接到警告信后，如果员工再次旷工，他将会再收到公司的警告信。
- 虽然员工旷工的理由众多，而且性质不同。雇主依然需为雇员提供解释的机会。而一旦发现他的解释不能令人满意，就可以对他采取纪律处分，如：
 - 停薪留职；
 - 降职；
 - 甚至解雇。



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