

A non-attendance period is where an annualised staff member is not required and is being stood down during this time.

You would not expect to replace an employee during their non-attendance period.

Employee Details			
Name	Staff Number	Campus	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Authorisation			
	Start Date	End Date	Minimum of 5 Working Days
	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
<input type="checkbox"/> I understand I need to ensure this staff member works for 40 weeks throughout the year (1 February to 31 January) and will make appropriate adjustments to rosters to ensure compliance			
Supervisor	_____	_____	_____
	Name	Signature	Date
Manager, Food and Beverage Services	_____	_____	_____
	Name	Signature	Date
Acknowledgment and Acceptance			
<input type="checkbox"/> I understand this is part of my stand down period and during this time I will be paid from my non-attendance period (NAP) savings			
<input type="checkbox"/> I understand I am required to work a total of 40 weeks throughout the year (1 February to 31 January)			
Employee	_____	_____	_____
	Name	Signature	Date