FLOWCHART FOR HANDLING ABSENCE

If the employee does not return to work and no contact has been made then the employee will be classed as absent without leave (AWOL) and the manager should invoke a disciplinary investigation under the Employee Improvement and Disciplinary Policy/Procedure, removal of occupational sick pay will also be actioned.

Employee Absent

Return to work interview completed and recorded in 'Yourself'

In the case of continued absence for 4 weeks or more an attendance review should take place. Possible reduced/lighter duties either temporary/permanent or possible redeployment may be considered. Dismissal on the grounds of ill health retirement or capability may also be viable under the appropriate policy/procedure.

Employee activates one of the triggers below for Stage 1:-

- a) 3 separate occurrences of absence in a rolling 12 month period (this includes short term and long term regardless of working pattern) **OR**
- b) A cumulative total of 2 weeks absence regardless of working pattern in a rolling 12 month period OR
- c) An unacceptable pattern/trend of absence

Stage 2 and Stage 3 triggers will be a current live attendance warning, target set by manager not met or an unacceptable pattern/trend

STAGE 1 – arrange a formal attendance management meeting with employee once they have returned to work. Discuss the situation with the employee and inform them of any mutually agreed support, assistance, the expected improvement attendance target and the continued monitoring period. Issue Outcome Letter/First Written Attendance Warning, if appropriate and right of appeal. Refer to Section 2.1

Has the employee met the required level of attendance following the Formal Stage 1 attendance management meeting?

YES

Follow reasonable recommendations from Occupational Health Advisor/Physician eg Long Term absence. Formal procedure will end (but can be further reintroduced if the employee activates trigger points due to an unacceptable pattern of attendance/trend emerges).

NO

STAGE 2 - Unacceptable pattern/trend of absence or employee reaches STAGE 2. Meet with employee. Meeting conducted by next tier of management. referral to Occupational Health must be undertaken to identify medical prognosis and identify if there is an underlying medical condition. Discuss the situation with employee and inform them of any mutually agreed support, assistance, the expected improvement attendance target and the continued monitoring period. Issue Outcome Letter/Final Attendance Warning, if appropriate and right of appeal. Advise that movement to Stage 3 will mean their employment may be at risk of dismissal. Refer to section 2.6.

Has the employee met the required level of attendance following the Formal Stage 2 Attendance Mgt meeting?

YES

Formal procedure will end (but can be further reintroduced at either Stage 1 or Stage 2 if employee activates trigger points or an unacceptable pattern of attendance/trend emerges).

NO

STAGE 3 - Meet with employee. Meeting conducted by Chief Officer along with Legal and HR Representative. A decision to terminate the employee's contract of employment on the grounds of Some Other Substantial Reason or Capability may be considered Advise on their right of appeal. Refer to section 2.11.