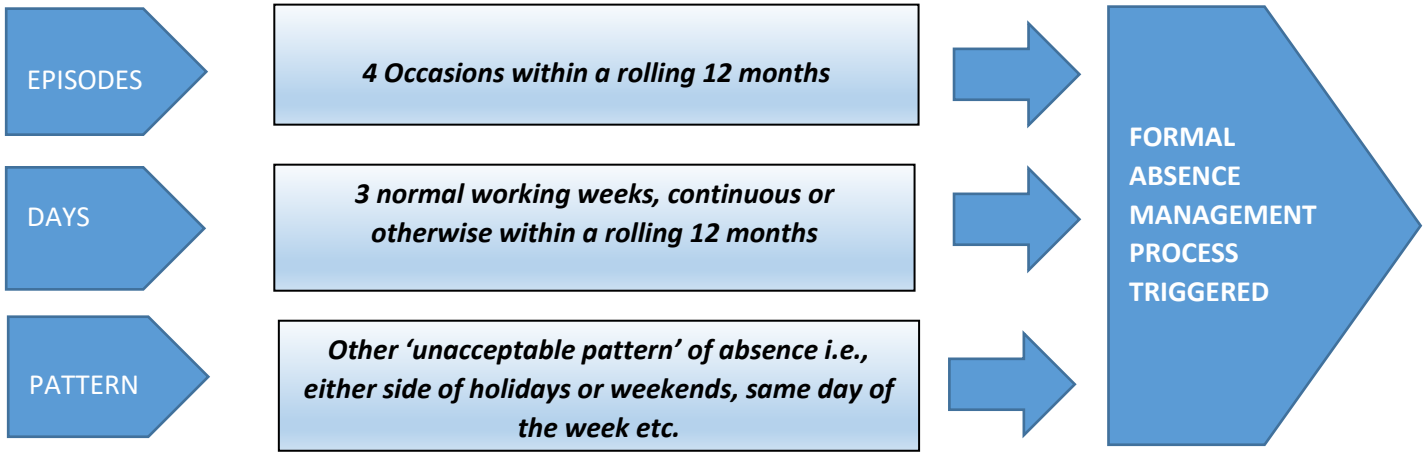
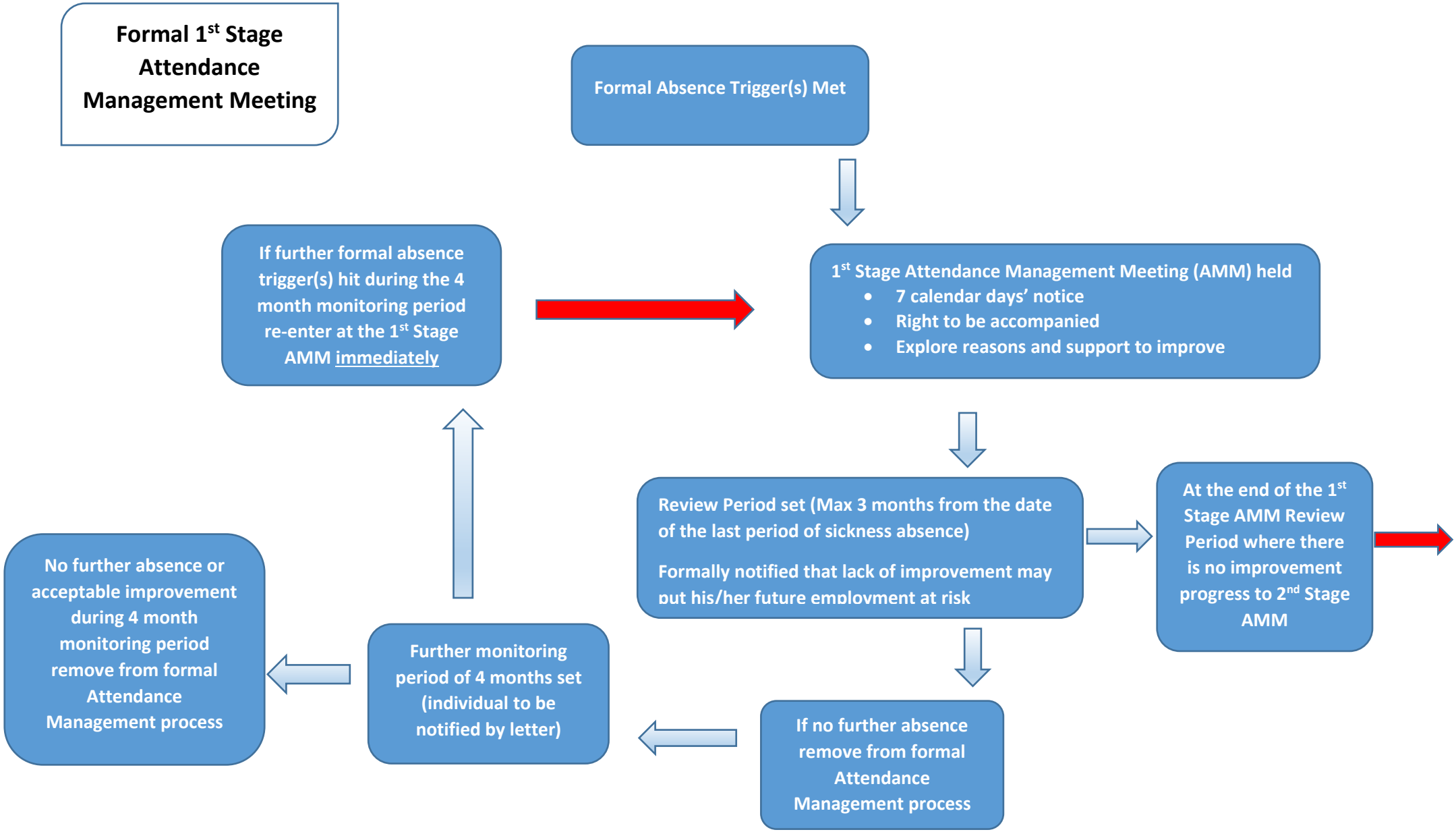
CCC Sickness Absence Trigger Points And Review Procedures

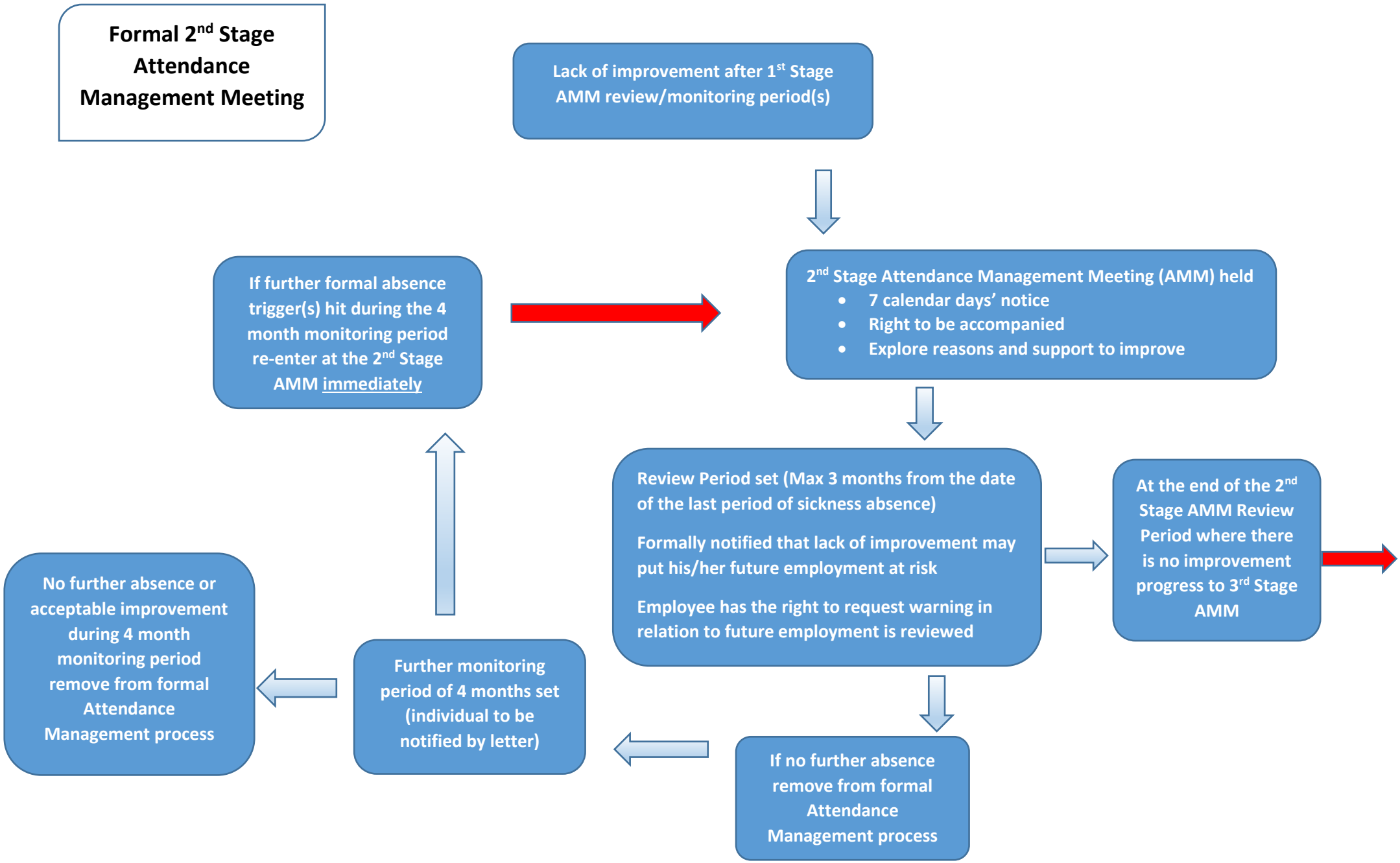
Return to work Discussion	Employee Support Meeting
▪ *Following every period of absence on return to work.* ▪ *Enter RTW date on MyView*	▪ *3 Occasions within rolling 12 months* ▪ *Employee is moving towards another formal trigger as detailed below*

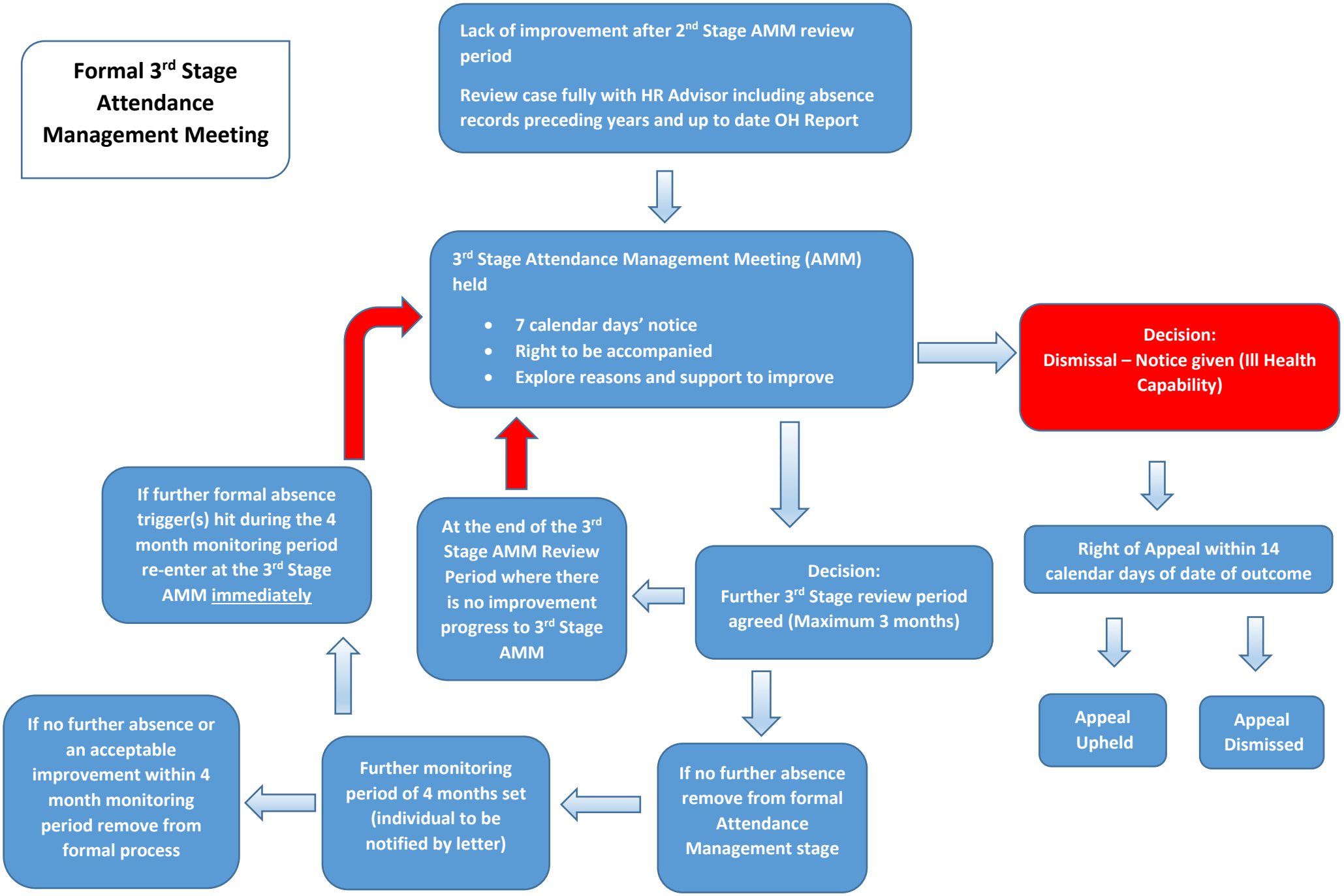
FORMAL ABSENCE TRIGGERS




Formal 1st Stage Attendance Management Meeting
Formal Absence Trigger(s) Met
1st Stage Attendance Management Meeting (AMM) held
7 calendar days' notice
Right to be accompanied
Explore reasons and support to improve
Review Period set (Max 3 months from the date of the last period of sickness absence)
Formally notified that lack of improvement may put his/her future employment at risk
At the end of the 1st Stage AMM Review Period where there is no improvement progress to 2nd Stage AMM
If no further absence remove from formal Attendance Management process
Further monitoring period of 4 months set (individual to be notified by letter)
No further absence or acceptable improvement during 4 month monitoring period remove from formal Attendance Management process
If further formal absence trigger(s) hit during the 4 month monitoring period re-enter at the 1st Stage AMM immediately

Formal 2nd Stage Attendance Management Meeting




Formal 3rd Stage Attendance Management Meeting
Lack of improvement after 2nd Stage AMM review period
Review case fully with HR Advisor including absence records preceding years and up to date OH Report
3rd Stage Attendance Management Meeting (AMM) held
7 calendar days' notice
Right to be accompanied
Explore reasons and support to improve
Decision: Dismissal – Notice given (Ill Health Capability)
Right of Appeal within 14 calendar days of date of outcome
Appeal Upheld
Appeal Dismissed
Decision: Further 3rd Stage review period agreed (Maximum 3 months)
At the end of the 3rd Stage AMM Review Period where there is no improvement progress to 3rd Stage AMM
If further formal absence trigger(s) hit during the 4 month monitoring period re-enter at the 3rd Stage AMM immediately
If no further absence remove from formal Attendance Management stage
Further monitoring period of 4 months set (individual to be notified by letter)
If no further absence or an acceptable improvement within 4 month monitoring period remove from formal process