SICKNESS ABSENCE FLOWCHART

TRIGGER POINTS & REVIEW PROCEDURES

RETURN TO WORK DISCUSSION

- Must be held after every period of absence (preferably face-to-face)
- Recorded on MyView
- Identify any support or adjustments needed

Opportunity to explore reasons for absence, identify support or reasonable adjustments, and agree informal actions to improve attendance.

EMPLOYEE SUPPORT MEETING

Triggered when an employee has:
- 3 occasions of absence or
- 10 working days' absence (pro rata) in a rolling 12-month period
- if the manager believes the employee is *approaching* a formal trigger.

Should take place even if the employee is currently off sick.

FORMAL ABSENCE TRIGGERS

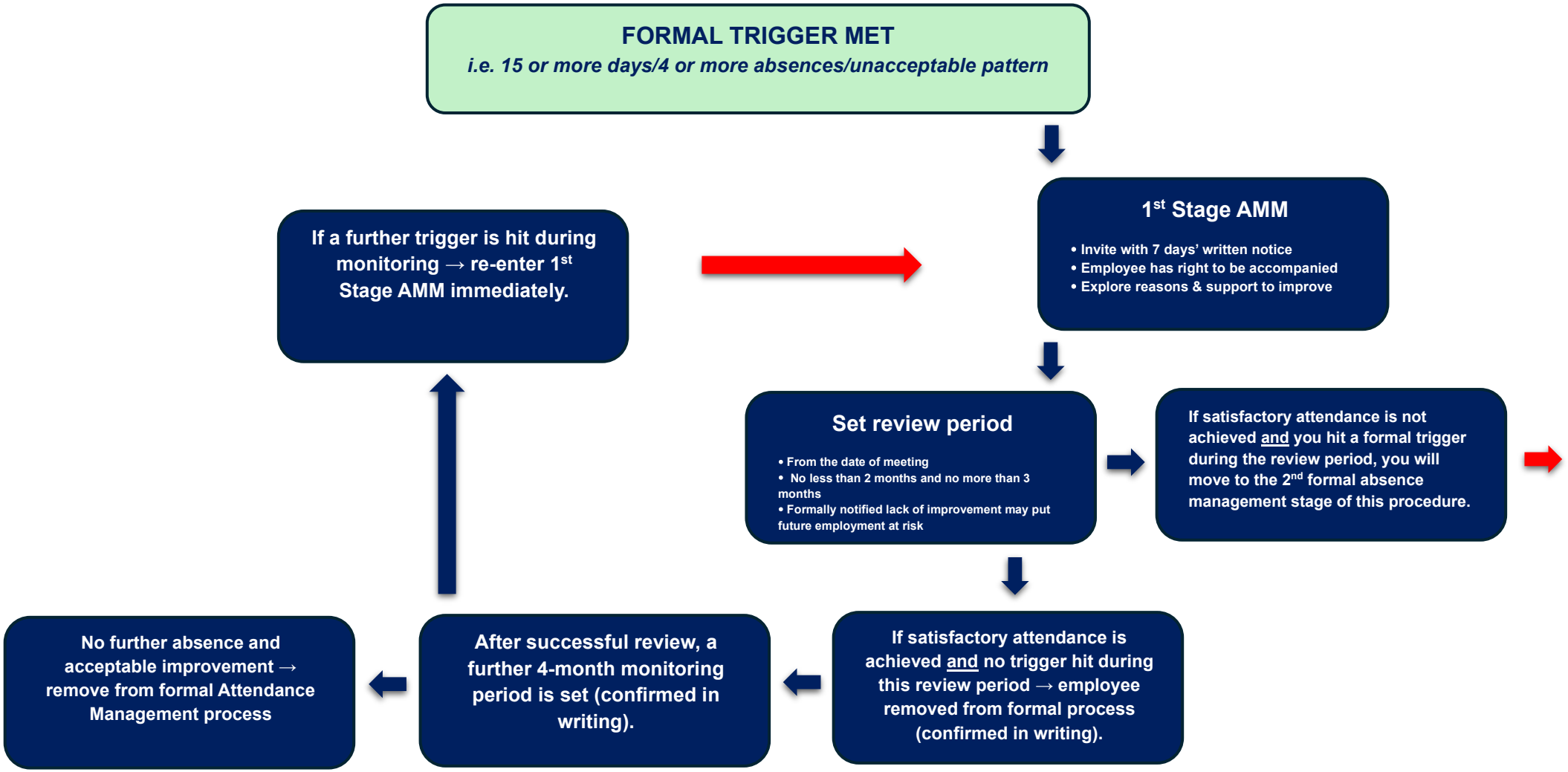
EPISODES → 4 occasions within a rolling 12-month period

DAYS → 3 normal working weeks (continuous or otherwise) within a rolling 12-month period

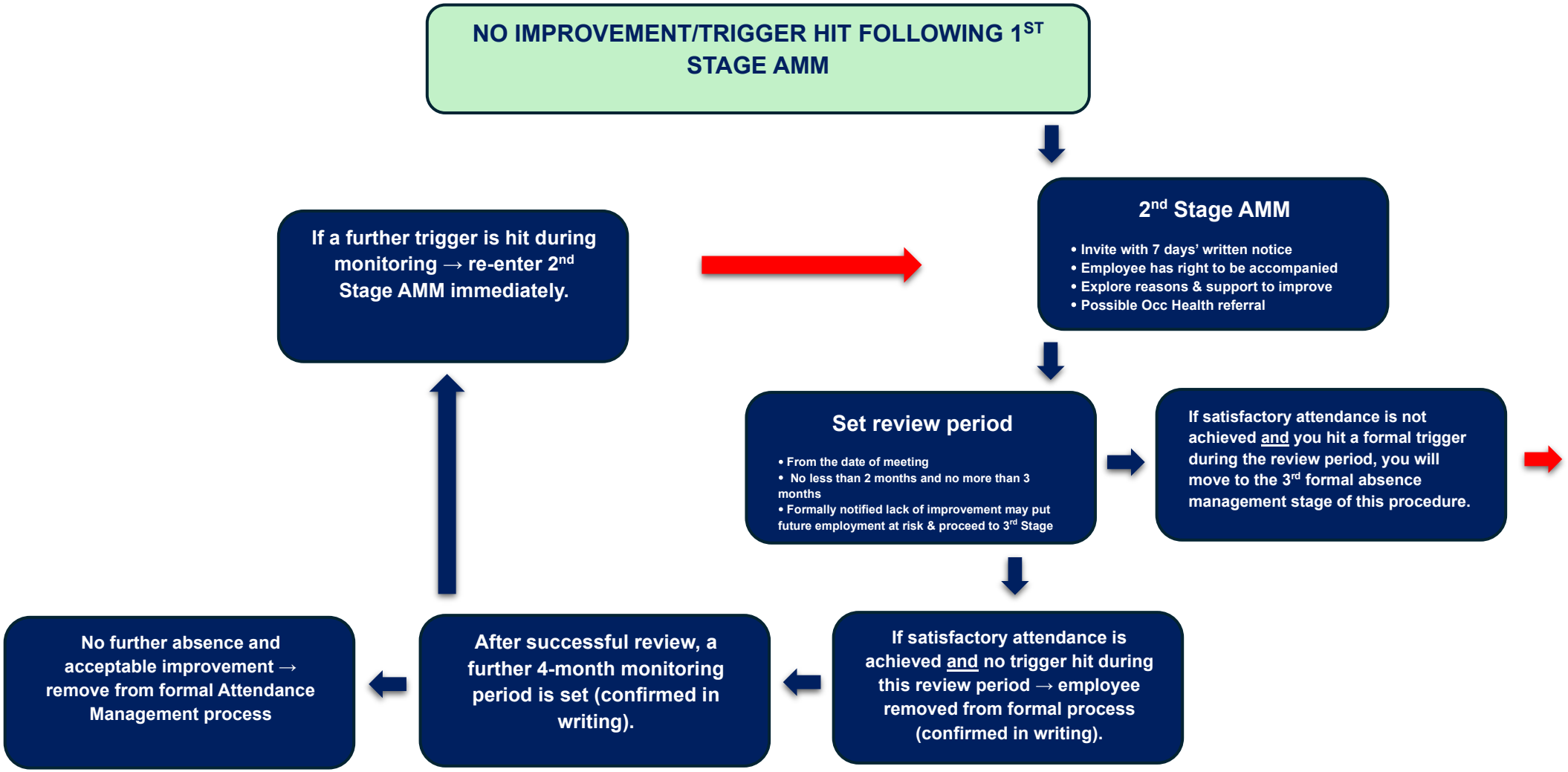
PATTERNS → Other 'unacceptable' patterns of absence
i.e. either side of annual leave or weekends, same day of the week etc.

→ **FORMAL ABSENCE MANAGEMENT PROCESS TRIGGERED**

FORMAL 1ST STAGE ATTENDANCE MANAGEMENT MEETING (AMM)



FORMAL 2nd STAGE ATTENDANCE MANAGEMENT MEETING (AMM)



FORMAL 3rd STAGE ATTENDANCE MANAGEMENT MEETING (AMM)

NO IMPROVEMENT/TRIGGER HIT FOLLOWING 2nd STAGE AMM

Consider full absence history (up to 3 years), latest Occupational Health report and any mitigating factors

3rd Stage AMM

- Invite with 7 days' written notice
- Employee has right to be accompanied
- Explore reasons & 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

- Set review period from the date of meeting
- No less than 2 months and no more than 3 months

If satisfactory attendance is achieved and no trigger hit during this review period → employee removed from formal process (confirmed in writing).

After successful review, a further 4-month monitoring period is set (confirmed in writing).

No further absence and acceptable improvement → remove from formal Attendance Management process

If a further trigger and there is no improvement hit during review period or 4-month monitoring → re-enter 3rd Stage AMM immediately.