

Notification

1st day of absence
Employee phones manager / work base at the latest within 1 hour of the time they were due to commence work

4th consecutive calendar day
Employee contacts manager / work base to provide an update on their condition

8th consecutive calendar day
Has the employee returned to work?

Certification

NO

Employee phones manager to provide an update and submits **medical certificate/s** to cover their absence.

YES

Self certification form completed by employee

Is the absence expected to last for 4 weeks or more?

Return to work meeting conducted by manager

YES

NO

Trigger Point reached?

Complete **Occupational Health referral**

Employee returns to work

YES

NO

Informal procedure

Arrange meeting/s with employee to discuss issues, agree actions & create a return to work plan

Hold meeting/s at agreed date/s to monitor achievements against plan

Return to work achieved within agreed timeframe?

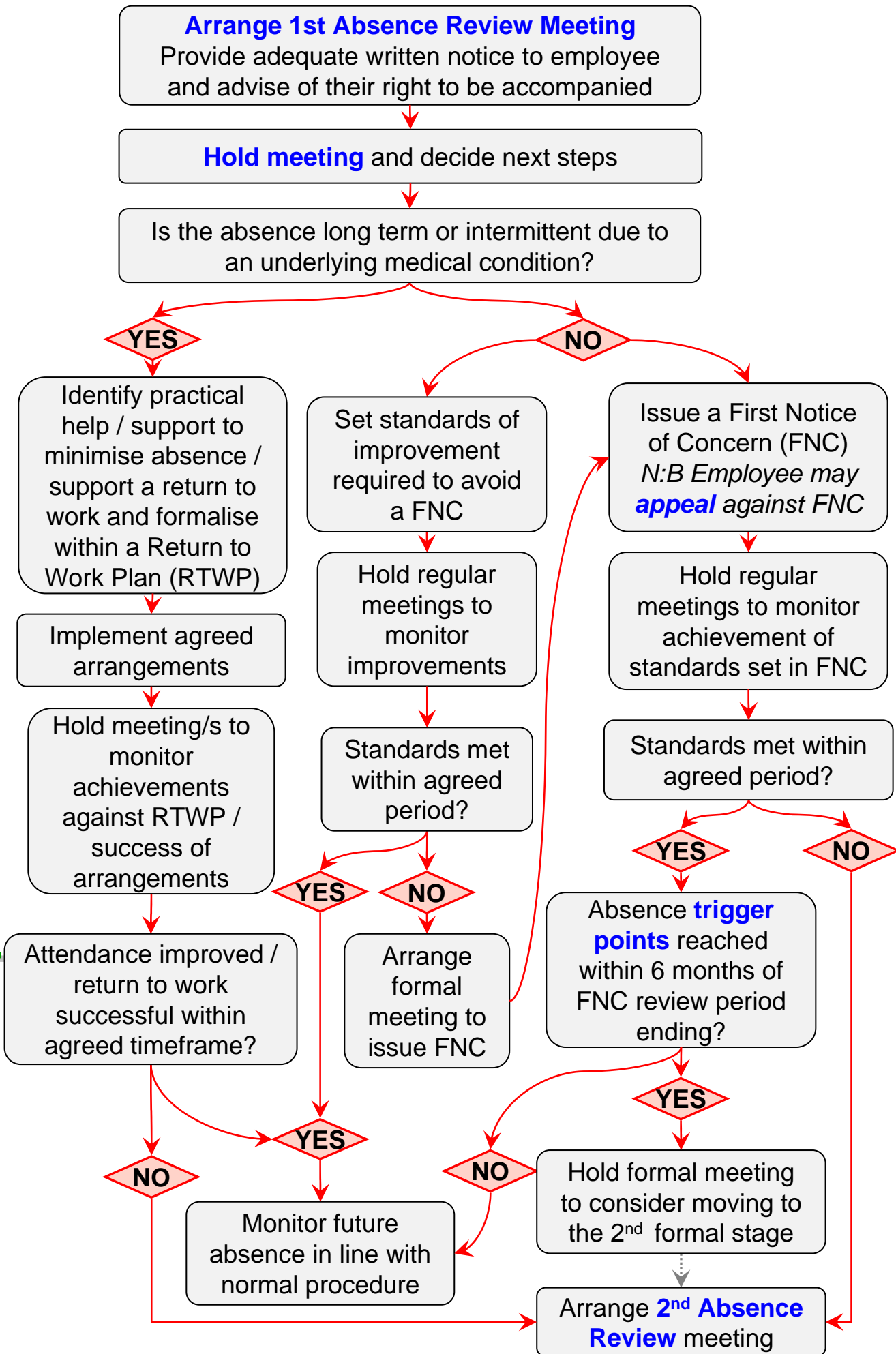
Seek Departmental HR advice
Instigate the **formal absence management procedure** (unless there are objective reasons for delaying this) and / or consider **referral to Occupational Health**

NO

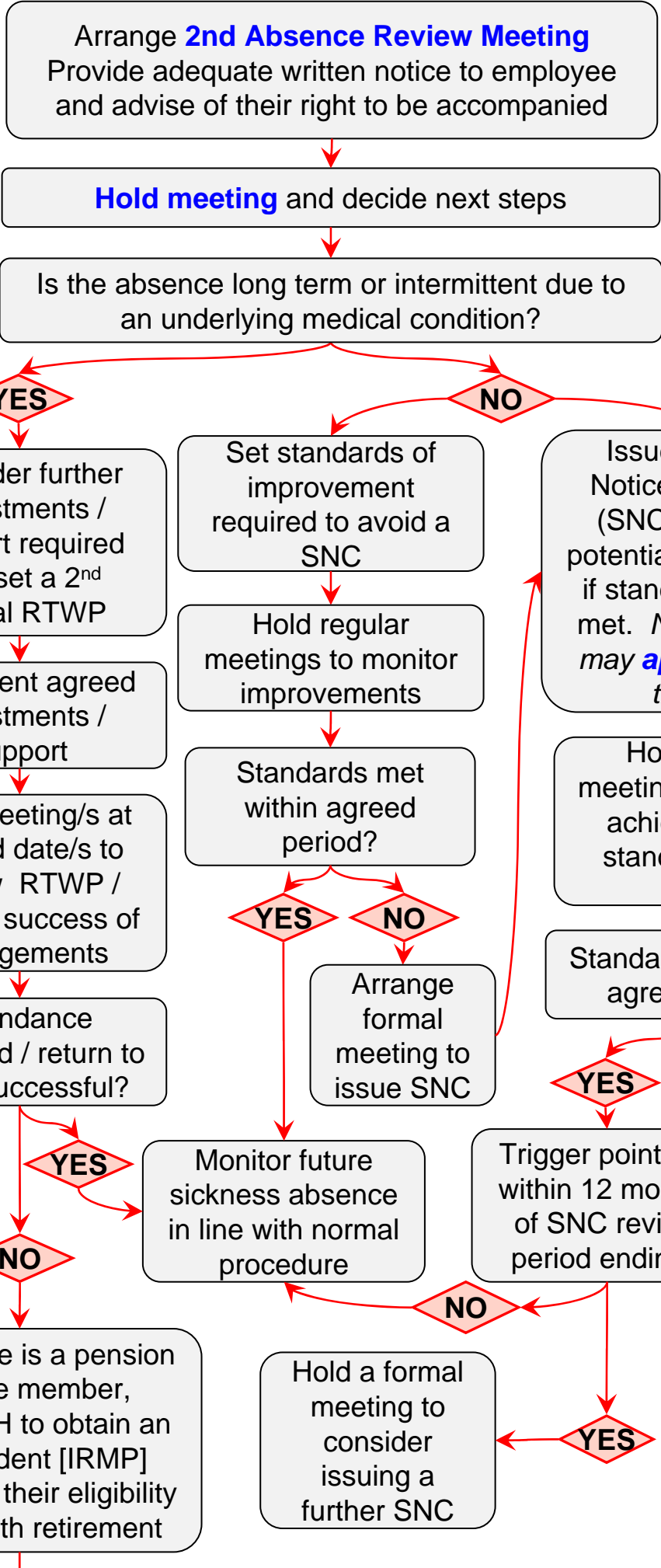
YES

Monitor future absence in line with policy

Formal procedure - 1st Absence Review



Formal procedure - 2nd Absence Review



This is **not** a stand alone document & must be read in conjunction with the Sickness Absence Management Procedure

CAUTION

Before embarking on this stage of the procedure managers **MUST** ensure that all previous stages have been followed and accurate records maintained

Formal procedure - Meeting to Consider Dismissal

