**SHORT TERM ABSENCE – MANAGEMENT OF ABSENCE PROCEDURE**

**Employee returns to work after sickness**

Employee completes and line manager carries out return to work interview immediately after each absence and records on IBC

Line Manager raises any concerns as to employee’s attendance with them as soon as possible at the return to work interview or during the supervision process; managers should

- ensure employees are aware of the EAP and other support arrangements

- consider reasonable adjustments for disabled employees

- manager discounts any pregnancy related absence from procedure

-offer EAP & OH services

**Employee hits trigger point – 1st stage informal**

Line-Manager meets with the employee to discuss their absence and agree:

1. Absence dates and reasons are accurate
2. The review period and improvement required, diarise review meeting
3. Offer OH/EAP services
4. Make any reasonable adjustments, discount pregnancy related sickness from procedure

**During Review / Monitoring Period**

Line Manager continues to monitor employee’s sickness and/or attendance, and ensure that any support and/or training agreed is provided and being followed and/or used.

Note: The Line Manager does not have to wait to the end of the review period to reconvene an Absence Review or progress to an Absence Hearing where the employee is not meeting the targets or using the support provided.

**Improvement not achieved during/conclusion of review period –**

**2nd stage formal**

Line-Manager meets with the employee to discuss their absence and agree:

1. Absence dates and reasons are accurate
2. The review period and improvement required, diarise review meeting
3. Offer OH/EAP services
4. Make any reasonable adjustments, discount pregnancy relate sickness from procedure
5. Advise HR that trigger point has been reached

**Improvement not achieved during/conclusion of review period –**

**Dismissal Hearing**

Where employee has not met and maintained the required improvement or is unlikely to return to work

Dismissal not recommended. Further Monitoring Period of nine months remains in place. Any further absences incurred in this time will invoke a Dismissal Hearing.

Dismissal

Right of Appeal to be advised with dismissal outcome letter.

Any appeal must be made within ten calendar days of the date of the dismissal outcome letter and be addressed to; XXXX and will be heard by XXX

**LONG TERM ABSENCE – MANAGEMENT OF ABSENCE PROCEDURE**

Employee is absent due to sickness, which is supported by a ‘fit note’ for fourteen consecutive calendar days.

Manager to arrange a 1st stage informal meeting, allowing for 5 working days notice. Recognition that the meeting may not be able to take place face within the office, alternative mediums may be used such as skype, video call, home visit etc.,

*At this meeting the employee can be accompanied by a work colleague or TU representative and it can be rescheduled once if employee/person accompanying employee is unavailable*

Reminder of availability of OH and EAP services

At twenty eight days (or sooner if fit note runs for one month or more), OH referral made & reminder of EAP services on offer

Upon receipt of medical advice, or, one month after OH/EAP referral (whichever is sooner)

Case conference arranged and a 2nd stage, formal warning issued.

Five working days notice of meeting provided and employee is entitled to be accompanied by a TU representative or work colleague. Can be rescheduled once is the employee/accompanying employee is unavailable.

If employee does not return within one month, sickness hearing takes place to consider continued employment

Employee Returns to work within one month of case conference/2nd formal warning

**Dismissal Hearing**

Where employee has not returned to work

Further Monitoring Period of nine months remains in place. Any further absences incurred in this time will invoke a Dismissal Hearing.

Dismissal

Appeal