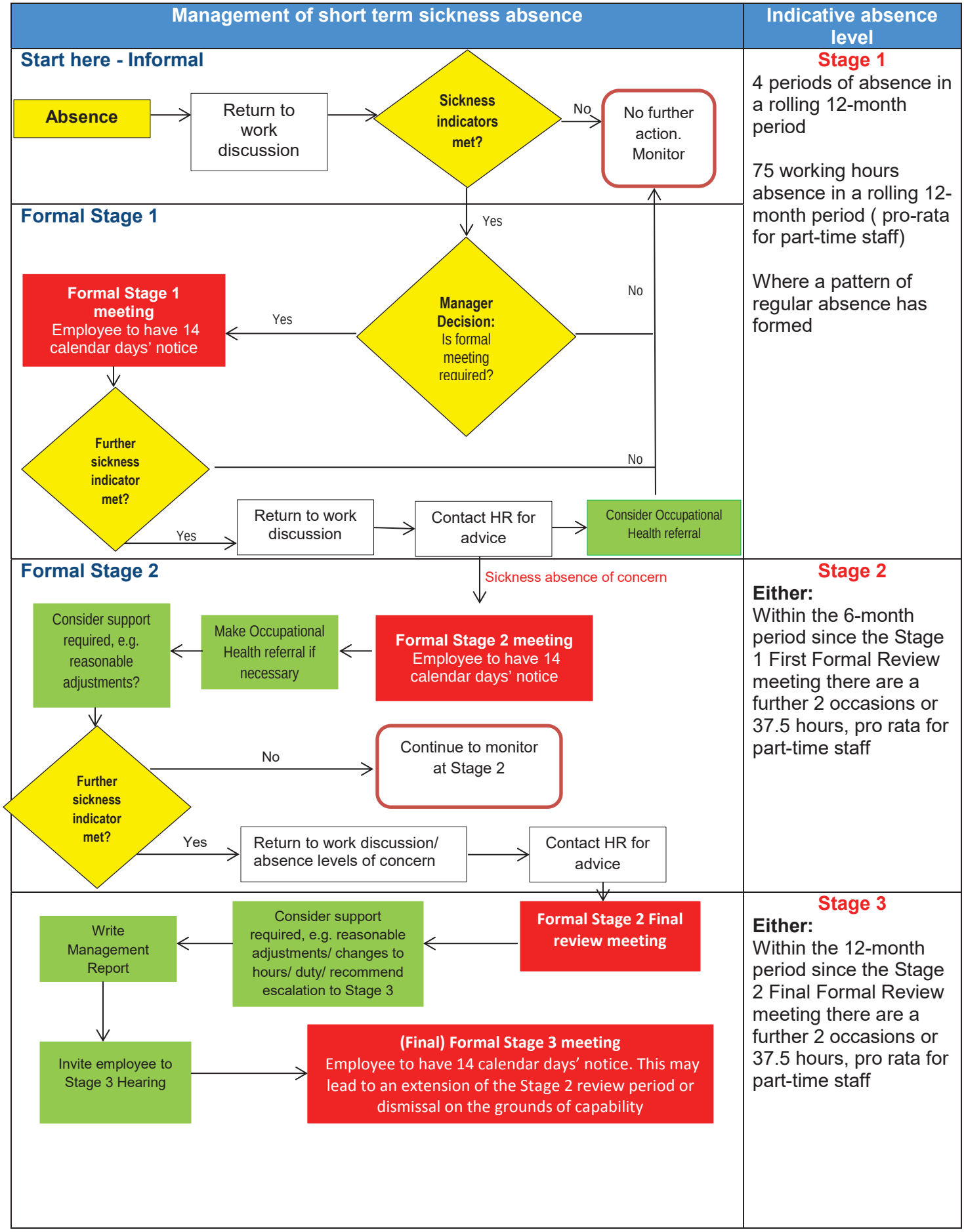
Management of short term sickness absence
Indicative absence level
Start here - Informal
Absence
Return to work discussion
Sickness indicators met?
No
No further action. Monitor
Yes
Formal Stage 1
Formal Stage 1 meeting
Employee to have 14 calendar days' notice
Yes
Manager Decision: Is formal meeting required?
No
Further sickness indicator met?
No
Yes
Return to work discussion
Contact HR for advice
Consider Occupational Health referral
Stage 1
4 periods of absence in a rolling 12-month period
75 working hours absence in a rolling 12-month period (pro-rata for part-time staff)
Where a pattern of regular absence has formed
Formal Stage 2
Sickness absence of concern
Consider support required, e.g. reasonable adjustments?
Make Occupational Health referral if necessary
Formal Stage 2 meeting
Employee to have 14 calendar days' notice
Further sickness indicator met?
No
Continue to monitor at Stage 2
Yes
Return to work discussion/ absence levels of concern
Contact HR for advice
Stage 2
Either:
Within the 6-month period since the Stage 1 First Formal Review meeting there are a further 2 occasions or 37.5 hours, pro rata for part-time staff
Write Management Report
Consider support required, e.g. reasonable adjustments/ changes to hours/ duty/ recommend escalation to Stage 3
Formal Stage 2 Final review meeting
Invite employee to Stage 3 Hearing
(Final) Formal Stage 3 meeting
Employee to have 14 calendar days' notice. This may lead to an extension of the Stage 2 review period or dismissal on the grounds of capability
Stage 3
Either:
Within the 12-month period since the Stage 2 Final Formal Review meeting there are a further 2 occasions or 37.5 hours, pro rata for part-time staff