

MANAGING ABSENCE PROCESS

Short term absence of employee

Once first trigger met hold First Absence Review Meeting with employee. Agree if further medical evidence required and/or a review period

Further meeting following medical evidence and to agree review period

Second Absence Review Meeting if review period target not met

Agreed next steps e.g. obtain medical evidence

First written warning (if agreed target not met) and new target set

Further meeting to discuss medical evidence and agree targets

Appeal received. If appeal not upheld, warning stands. If upheld, procedure resumed at Second Absence Review Meeting stage.

Target met – further meeting with employee to discuss bringing procedure to an end

If target not met invite employee to Final Absence Review Meeting at which further target agreed

If target not met - final written warning and final target agreed

Target met – further meeting with employee to discuss bringing procedure to an end

Appeal received. If appeal not upheld, warning stands. If upheld, procedure resumed at Final Absence Review Meeting

Target not met - invite employee to Consideration of Dismissal Hearing. (Or commence at this stage if clear OH advice received that other stages not required)

Dismissal

Other agreed outcome e.g. ill-health retirement or redeployment etc

Target met - further meeting arranged with employee to discuss bringing procedure to an end

Appeal received (within 10 working days of outcome).

Appeal upheld – employee notified

Appeal not upheld – employee notified

Appeal Hearing within 10 working days

