



**Supporting Attendance Toolkit SA04:  
Conducting an Attendance Support Meeting  
(Version: 2.0)**



**LIVE  
LEARN  
WORK  
INVEST  
VISIT**

<b>Contents</b>	
<b><u><a href="#">Section 1</a></u></b>	Conducting an Attendance Support Meeting
<b><u><a href="#">Section 2</a></u></b>	Attendance Support Meeting Form

<b>Version Number</b>	<b>Effective Date</b>	<b>Details of Last Revision</b>
1.0	21 June 2021	n/a
2.0	April 2024	Added to Section 3(b) – Reference to Template letter SA04(c) – Record of Attendance Support Meeting, that can be used rather than the pro-forma (SA04(b))

## Section 1: Conducting an Attendance Support Meeting

In addition to the formal attendance review meetings, it may be appropriate to hold attendance support meetings. These are particularly important for long term absences (i.e. to discuss referrals to occupational health, or to obtain an update on the employees' condition), but may also be used to discuss any concerns about an employee's attendance prior to formal action or review any supports or adjustments that may have been put in place.

These meetings also allow for contact to be maintained during a long-term absence in order to provide ongoing support to an employee (this is particularly important when the employee is absent due to a more serious health condition e.g. cancer and may be feeling isolated from the workplace).

The meeting can take place at a Council office, the employee's home, an alternative mutually acceptable venue or over telephone or video call, depending on the nature of the absence. The meeting should be positive and constructive and can be done on a one-to-one basis as it is informal.

A template letter - SA04(a) is available to invite the employee to the meeting.

The purpose of the meeting is to allow managers to:

- Gain a better understanding of the reason for the absence.
- Discuss when the employee expects to return to work.
- Whether there are any adjustments that can be made that would allow for an earlier return.
- Whether a referral to Occupational Health or any other support services is required at that time.
- Discuss the next steps and the action that will be taken should the employee's absence continue

As a minimum manager should arrange an attendance support meeting when it is anticipated that the employee will be absent for more than 4 weeks. Managers should try and arrange the meeting within 3 to 4 weeks of the absence. In the case of hospitalisation, the meeting should take place as soon as is reasonable. The meeting can take place at a Council building, at the employee's own home, an alternative mutually acceptable venue or over the telephone, depending on the employee's illness.

A record of the meeting and any agreed actions should be provided using either the attached pro-forma (SA04(b)) or the template letter (SA04(c)). A copy should be provided to the employee.

## Section 2: SA04 (b) – Attendance Support Meeting Form

SA 04 (b) - ATTENDANCE SUPPORT MEETING FORM		
<b>Section 1. Employee Details</b>		
	Name:	
	Employee No:	
	Service/Unit:	
	Job Title:	
	Managers Name:	
<b>Section 2. Absence Information</b>		
1	Date Absence Commenced:	
2	Reason for Absence:  (If, the reason given differs from the original reason please ensure this is discussed with the employee)  (If the reason is Work Related Stress please refer to Section 3.4 of the SA Policy for guidance on how this should be dealt with)	Work Related Yes <input type="checkbox"/> No <input type="checkbox"/>  (If, yes please ensure this is recorded correctly on iTrent and discuss whether any additional support is required)  (If the employee/manager considers the absence is due to an industrial injury please refer to Section 5.7 for guidance on how this should be dealt with)
	Does the employee have an anticipated Return to Work Date:	Yes <input type="checkbox"/> (Provide detail)  No <input type="checkbox"/>
3	Is there any support measures that can be provided at this stage? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Physiotherapy <input type="checkbox"/>	Employee Counselling <input type="checkbox"/> Stress Assessment <input type="checkbox"/>
	Occupational Health Referral <input type="checkbox"/>	Other (please state)
4	Would the employee be able to perform amended/lighter duties on a temporary basis to allow an earlier return?	Yes <input type="checkbox"/> (Provide detail)  No <input type="checkbox"/>
5	Would the employee be able to carry out a different role on a temporary basis to allow an earlier return?	Yes <input type="checkbox"/> (Provide detail)  No <input type="checkbox"/>
6	Has the employee been advised of the next stage of the process should they remain absent?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7	Summary of Discussion and Agreed Action	
Date of Discussion:		