

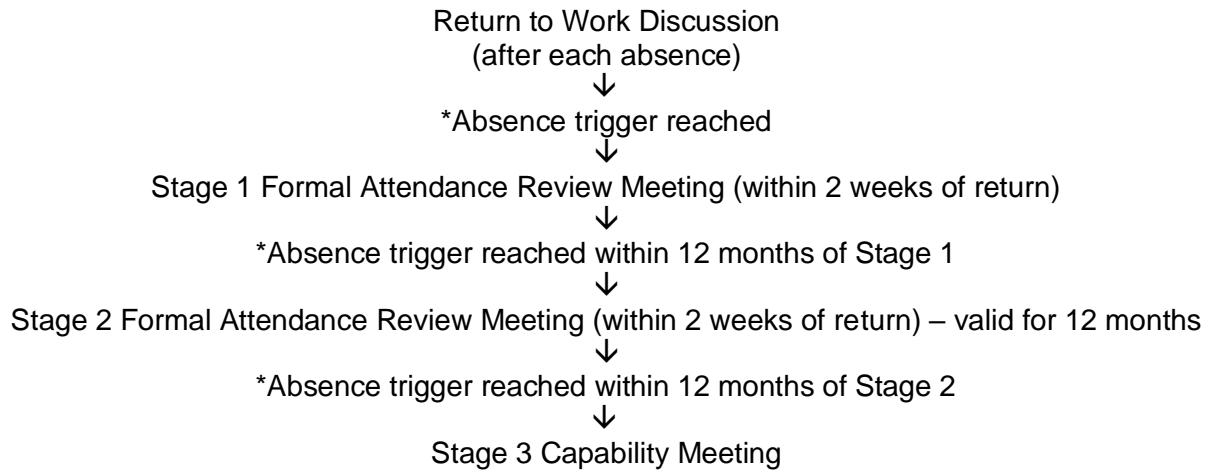


**Supporting Attendance Flowchart
Short- and Long-Term Absence Stages
(Version: 1.0)**



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Short Term Absence Stages



* When an employee reaches any of the triggers detailed below the manager must hold an attendance review meeting with the employee and take appropriate action in accordance with the absence stages detailed in the policy.

- 3 occasions* of sickness absence in a rolling 12-month cycle,
- 8 days or more cumulative absence* in a rolling 12-month cycle, or
- A continuous absence of 2 working weeks.
- A continuous absence that exceeds 4 working weeks - 29 calendar days (pro rata for part time) (long term absence)

*An occasion of sickness absence is defined as a minimum of half the working day and is based on the employee's working day.

*Cumulative absence refers to the total number of days absent accrued over more than one period of absence i.e. not one continuous absence of 8 days.

Long Term Absence Stages

Continuous absence that is anticipated to exceed 4 working weeks
i.e. 29 Calendar Days (pro-rata for part time employees)

Between 3 and 4 weeks - Attendance Support Meeting



*8 weeks absence - Stage 1 Formal Attendance Review Meeting
(if employee returns before 8 weeks a Stage 1 meeting must still be held as they will have met
the 2 weeks continuous absence trigger)



Attendance Support Meeting (if required)



13 weeks absence - Stage 2 Formal Attendance Review Meeting



Attendance Support Meeting (if required)



*24 to 36 weeks absence - Stage 3 Capability Meeting
*this may take place earlier or later depending on the circumstances of the case

Applying Management Discretion

Discretion to vary from these procedures must be approved by a Head of Service or nominated Senior Officer.

Discretion should only be applied at Stage 2 onwards, and only once during the employees' journey through the formal process.

Discretion should only be applied where the employee.

- Is absent due to a chronic illness/disease and/or has to undergo a surgical procedure/requires hospitalisation which has a specified/expected date of recovery and/or.
- Is likely to be covered by the disability provisions of the Equality Act 2010 advised in an Occupation Health Report and an extension to the timeframes in the procedure would be deemed a reasonable adjustment in the circumstances of the absence.
- Has been identified by Occupational Health as having an underlying medical condition which may affect their attendance intermittently over a set period' – this will apply to short term absence.
- Employee demonstrates an effort to return to work/consider phased return (in conjunction with other exceptional circumstances)
- Reasonable time off due to the bereavement of an immediate family member (in cases where special leave has been exhausted)

Should the employee's absence extend beyond the expected date of return discretion will be removed and the employee will continue to be met under the formal procedures.

Please see the Supporting Attendance Toolkit SA06 – Management Discretion Procedure for further information on this process.