

Short Term Sickness Absence Management Flowchart

First period of absence (begins 12 month rolling year)

Complete RTW review/informal or formal stage paperwork for all meetings and update GRS

Return to work review meeting held on first day back at work after each occasion

Set review meeting date after any informal sanction or formal meeting

Third period of absence
(Discuss options to support employee attendance)

Consider OH referral & advise of EAP

If appropriate consider Informal Verbal Warning (valid for 6 months)

Fourth period of absence
(Formal meeting trigger)
Invite to formal health review meeting
(14 days notice thereafter for each meeting)

Consider First Written Warning (valid for 12 months)

Refer to "Completing STS Absence Formal Health Review Meetings Flowchart"

Fifth period of absence
Invite to formal health review

Arrange OH Visit to support employee

If appropriate consider Final Written Warning (Band 8a)

Sixth period of absence

Meeting to consider possible termination of employment