

Persistent short-term absence 

 Conduct a return to work interview on first day of return via 'My View' or manually

Is the absence considered genuine?

Is this a conduct issue? Refer to disciplinary procedure 

End

Absences have hit trigger levels: 4 occasions or 10 days (in total) over rolling 12 month period

Is a referral (or update) to OH required?

Complete OH referral form 

Conduct formal attendance review and make adjustments as required

Review OH Report

Has attendance improved to an acceptable level?

End

Is a referral (or update) to OH required?

Complete OH referral form 

Conduct 2<sup>nd</sup> formal attendance review and make adjustments as required

Review OH Report

Has attendance improved to an acceptable level?

End

Manager conducts 3<sup>rd</sup> formal attendance review and considers progressing to an attendance hearing

End

 Form  
 Guidance