

ATTENDANCE MANAGEMENT FRAMEWORK

TABLE OF CONTENTS

1.	<u>GENERAL</u>	Page
1.1	Application	1
1.2	Definition	2
1.3	Sickness Scheme	2/3
1.4	Discipline	3
1.5	Roles and Responsibilities	3/4/5
2.	<u>NOTIFICATION OF ABSENCE</u>	5/6
3.	<u>RECORDING ABSENCE</u>	7
4.	<u>MONITORING</u>	7
5.	<u>RETURN TO WORK</u>	8
6.	<u>PERSISTENT/INTERMITTENT ABSENCE</u>	8
6.1.1	Definition	8
6.2.1	Monitoring	9
6.3.1	Management Trigger Points	9
6.4.1	Procedure	9
6.4.2	Representation	10
6.4.3	Step 1 Consultation Meeting	10
6.4.4	Referral to Occupational Health	11
6.4.5	Review Period	11
6.4.6	Step 2 No acceptable/maintenance of improvement in attendance levels	11
6.4.7	Step 3 Formal Management Action	12/13
7.	<u>PROLONGED/CONTINUOUS ABSENCE</u>	13
7.1	Definition	13
7.2	Step 1 Maintain contact	13
7.3	Step 2 Referral to Occupational Health	14
7.4	Step 3 Review	14
7.5	Return to work within a reasonable time period	15
7.6	Step 4 Consider options	15
7.7	Step 5 Making a decision	15/16/17

8.	<u>MEASURING ABSENCE</u>	17
9.	<u>REPORTING ABSENCE</u>	18
10.	<u>ATTENDANCE AT INTERVIEWS/REVIEWS</u>	18
11.	<u>APPEALS</u>	18
12.	<u>CONFIDENTIALITY</u>	19
13.	<u>TIME OFF FOR MEDICAL APPOINTMENTS</u>	19
14.	<u>OCCUPATIONAL HEALTH REFERRALS</u> <u>/ GP ADVICE/ FIT FOR WORK</u>	19/20/21
15.	<u>SPECIAL CIRCUMSTANCES</u>	21
15.1	Pregnancy related absence	21
15.2	Terminal illness	21
16	<u>DISABILITY</u>	21/22

APPENDICES

- Appendix 1** Return to work interview form
- Appendix 2** Fit for Work Guidance
- Appendix 3** Guidance note for Managers
- Appendix 4** Stress/ Anxiety/ Depression Information for Managers