Frequent Short Term Sickness Absence/Poor Attendance Dismissals

Summary Flowchart

Essential Ingredients

Taking Informal Action

Sickness Absence Resolved?

No?

Invitation to Meeting (to discuss absence)

Postponement of, or non-attendance at meeting

First Attendance Review Meeting

Adjourn for further investigation? Obtain medical report?
Reconvene Attendance Review Meeting

Post-meeting: what action?

No explanation for absence

Absence due to sickness

Warning

Appeal

Review meeting(s)

No?

Sickness Absence Resolved?

Yes?

End of process

Absence due to long term condition

Treat as potential long term sickness absence

Meeting (to dismiss)

Post meeting: what action?

Dismissal

Invitation to Meeting (re appeal)

Appeal

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