

## **A) INTRODUCTION**

- 1) The efficiency of the Company can be affected by our employees not attending work on a regular basis as agreed in their terms and conditions of employment. Long term and /or sporadic absence can create difficulties for the Company.
- 2) We will define long term absence as a continuous period of 4 working weeks absence or more.

## **B) PROCEDURE**

### **1) Sporadic Absences**

- a) When the level of absence is considered to be too high, your Manager will arrange a meeting with you to discuss your absences. At this stage your Manager may decide to take further advice from your GP, other relevant medical professional or an occupational advisor.
- b) At the meeting your Manager will discuss:
  - Any possible underlying health reasons for the absences;
  - Any other reasons for the absences;
  - An improvement in attendance is required;
  - How future attendance will be monitored and a date set for a further meeting to review attendance; and
  - Doctor's certificate may be requested for all future absences irrelevant of their length.

Disciplinary action may be invoked at this stage.

- c) If there is no improvement in attendance the above process will be repeated in line with our Disciplinary procedures and should attendance not improve significantly then this could lead to your dismissal.

### **2) Long Term Absence/Underlying Health Conditions**

- a) If you have been absent for a continuous period of four weeks or longer, or upon investigation it is determined that you have an underlying health condition which is affecting your ability to attend work regularly, your Manager may request a medical report to determine what help, support or reasonable adjustments may be necessary to aid your attendance at work.
- b) A meeting will be arranged with you and your Manager to discuss the report and ascertain if and when you may be fit to return to work and if so what, if any, reasonable adjustments may be necessary to facilitate this return.
- c) It may be necessary to hold regular meetings over a period of time to consider how your illness or condition is progressing.
- d) Whilst it is the Company's aim to offer support and help to enable you to return to work, if no solution can be found to facilitate a return to work within an acceptable timescale, the Company may have to consider termination of employment on the grounds of incapacity