**Formal Stage 1**
Sickness Absence Review Process

Consult with HR and invite employee to **Formal Stage 1 Absence Review Meeting** in writing.

**Formal Stage 2 Absence Review Meeting** held with employee and line manager.

**Is further medical advice required?**

- Yes: Refer to Occupational Health. Consider recommendations from report and discuss any actions with employee.
- No: Is further action necessary?

**Is further action necessary?**

- Yes: Implement return to work programme.
- No: Confirm that no further action will be taken and identify any ongoing support.

**Is an Improvement Notice appropriate?**

- Yes: First Improvement Notice issued.
- No: Attendance monitored during review period.

**What improvement, if any, has been made during the review period?**

- Insufficient improvement: Consult with HR and invite to **Formal Stage 2 Absence Review Meeting**.
- Sufficient improvement:
  - Progress made but target not achieved fully: Extend review period (or consider other options).
  - No: Is a return to work programme appropriate e.g. for long absences?

- Yes: Consider other forms of support and implement.
- No: Is the absence review period extended?

**Is a return to work programme appropriate e.g. for long absences?**

- Yes: Consider other forms of support and implement.
- No:** Absence Review Meeting held with employee and line manager.

**Is an Improvement Notice appropriate?**

- Yes: First Improvement Notice issued.
- No: Attendance monitored during review period.

**What improvement, if any, has been made during the review period?**

- Insufficient improvement: Consult with HR and invite to **Formal Stage 2 Absence Review Meeting**.
- Sufficient improvement:
  - Progress made but target not achieved fully: Extend review period (or consider other options).
  - No: Is a return to work programme appropriate e.g. for long absences?

- Yes: Consider other forms of support and implement.
- No:** Absence Review Meeting held with employee and line manager.