**STAGE 1 ABSENCE REVIEW MEETING**

**EMPLOYEE NAME**

**(DATE OF INTERVIEW)**

* Introductions
* Purpose of the meeting – to discuss attendance levels and mechanisms to improve attendance at work
* Currently viewed as a support mechanism as at Stage 1 monitoring
* View absence report – advise employee of occasions, patterns and number of days
* Triggers met – explain levels reached against council triggers
* Corporate reporting – refer to current climate and need for reduction in absence levels ( Head of Service looking for action taken by managers)
* Explain that this level of attendance is unacceptable and cannot continue
* Ask the employee if there are any underlying reasons for poor attendance levels.
* Any workplace or personal matters that are impacting on attendance?
* Discuss potential referral to OH as support mechanism.
* Advise that Stage 1 absence monitoring will be invoked as of today’s date i.e. from date of meeting for 6 months (specify end date) and that this will continually be reviewed.
* If further absences occur within Stage 1 monitoring period, a further meeting will be arranged. This could either lead to an extension of the Stage 1 monitoring period or progression straight to Stage 2 monitoring.
* If absence levels continue to deteriorate then may move to Stage 2 monitoring.
* Excessive and continued poor attendance may result in capability hearing being convened.

**Stage 2 Absence Monitoring Meeting - Format**

This meeting should be a constructive discussion with a view to encouraging an improvement in the employee’s attendance record.

At the meeting the following points should be covered:

• That the meeting is being held under the Managing Sickness Absence Policy.

• The manager should check that the employee has received their written notification of the meeting and is happy to proceed (with/without representation).

• If the employee attends with representation the representative should be introduced and welcomed to the meeting.

• Refer to discussions held during Stage 1 monitoring process and explain the move to Stage 2 monitoring.

• The manager should confirm that the employee’s level of attendance is unacceptable (referring to absence record and trigger levels met).

• Any underlying issues relevant to this absence pattern should be discussed, e.g., personal problems, work-related issues, health issues and any assistance which the manager could provide in order to over-come these problems.

• The impact of any conditions which may be covered by the disability provisions of the Equality Act should be discussed with the employee, taking into account advice obtained from Occupational Health and any other agencies as appropriate. The manager should discuss any reasonable adjustments which they consider could be implemented to assist the employee improving their attendance at work and seek the employee’s views on these. (See Appendix I of the Capability Policy for further guidance on the Equality Act)

• All the points raised by the employee should be noted and considered by the manager and appropriate support provided where necessary.

• The employee should be advised that his/her absence will be closely monitored and reviewed at regular intervals and given a clear target for improvement. The Stage 2 review period will be driven by service needs, but should be up to a maximum of 6 months.

• If it is considered that further Occupational Health advice is necessary, this should be discussed with the employee and arrangements made to meet again once this advice has been obtained.

• The employee should be advised that continued persistent absence could lead to referral to a capability hearing and possible termination of their employment.

• The meeting should be followed up in writing confirming discussions.

Enquiries to:

Direct Dial: 01324

Date:

**Private and Confidential**

Dear

**RETURN TO WORK /STAGE 1 ABSENCE REVIEW MEETING OUTCOME**

Further to our meeting on . The meeting was convened in accordance with Falkirk Council’s Managing Sickness Absence Policy and Procedure at your return to work following your recent absence.

The purpose of this informal meeting was to discuss your recent period of sickness absence and the triggers you have reached. It was also convened to discuss any mechanisms that will help us identify what action can be taken to improve your attendance at work and provide any additional support.

I explained that during the previous xx month period, you had separate occasions of absence which equated to xx days lost. These absences were due to [insert details of absence or attach document]. This level of attendance exceeds xx of the recommended triggers outlined in Falkirk Council’s Sickness Absence Policy. This is noted below:-

 **Council Trigger Employee Trigger**

You said that [insert details of any mitigating circumstances or health conditions].

You also confirmed that there were not any personal or work related matters that were impacting on your attendance at work.

[If there any issues with not following absence reporting procedures these should be discussed with the employee at these meetings and the Calling in Sick Guide provided again and the acceptance signed and returned by the employee]

During our discussion, you said that you were hopeful that you would sustain a good level of attendance in the future.

On this basis, I advised you that your absence levels will be monitored on an informal basis for a 6 month period, i.e. until ………….If you have further absences during the monitoring period, then a Stage 2 absence review meeting may be convened. I ensured that you were aware of the Managing Sickness Absence Policy and your responsibilities under this Policy.

You acknowledged that you understood my explanation.

Yours sincerely

**TITLE** cc

Dear

**Sickness Absence – Monitoring Procedure**

I am writing regarding our previous discussions about your recent level of sickness absences and confirm that it is my intention to proceed to the Stage 2 monitoring procedure under the Council’s Managing Sickness Absence policy.

This is because

you have had further absences during a period of Stage 1 monitoring.

OR

You have had frequent periods of Stage 1 / Stage 2 [delete as appropriate] monitoring in the past followed by short-term improvements in attendance.

I propose to meet with you at [time] on [date] in [venue]. Please confirm you attendance by telephoning [tel.no.].

[Name] Human Resources Adviser, will attend the meeting. You have the right to be accompanied by a representative of your choice, but I must emphasise that this is not a disciplinary meeting.

If you have any queries or concerns regarding this letter, please feel free to contact me on the extension given.

Yours sincerely

[Insert MANAGERS TITLE]

Cc: [Insert Name of HR Rep, Title]