# STAGE 1 ABSENCE MANAGEMENT MEETING GUIDANCE NOTES FOR MANAGERS

This guidance is to provide managers with a step by step template to follow at the Stage 1 Absence Management meeting. Please amend this guidance note to reflect the individual case.

### Attendees:

Thanks for attending/Introductions

Remind all parties that electronic, audio or video recording by any device of the hearing will not be permitted.

Where the nominated notetaker at meetings and/or hearings associated with the process feels it is necessary to make an audio recording in order to support with the preparation of the notes, the requirement to make the recording will be clarified with all present at the start of the meeting.

**If the employee was unaccompanied, state that the meeting proceeded without representation**

### Reason for meeting

* To review (employee’s name) current health situation.
* To discuss (employee’s name) absences in the last 12 rolling months.
* To identify if there are any support mechanisms that could be put in place to help reduce the absence(s).
* To look at the options available in line with the Absence Management Procedure.

### Absences from Work

Discuss absences from work and how these absences have reached the trigger points. The absences that we were reviewing were:

|  |  |  |  |
| --- | --- | --- | --- |
| **Start Date** | **End Date** | **Reason** | **Total Working Days** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Discussion to explore if there was any associated reason’s linked to the absences e.g. absence caused by a disability or personal, family or work related problems.

Discuss any return to work interviews, relevant supervision notes, reasonable adjustment request form and any OH advice.

Explain that you are concerned about the number of absence(s) and that we want to ensure that we are supporting the employee as much as possible to help them improve their attendance.

### Current Health Situation:

* General discussion regarding employee’s health.
* The nature of employee’s ill health and any progress or improvements.
* If long term absence is there a likely return to work date.

**Support Available:**

* Discuss any support we can offer in order to assist in returning to work or improve level of attendance.
* Reference to any OH reports that have already been received prior to the meeting (if applicable)
* If still absent from work, could we accommodate employee returning to work in a different capacity until you are fully fit to resume normal duties.
* Discuss any reasonable adjustments for the employee if needed. Refer to the Disabled Employees section of the policy if the adjustment is for an employee with a disability.
* Discuss referring to OH for advice on fitness to undertake duties, any reasonable adjustments or advice on ongoing health. Where applicable, arrange follow up meeting on receipt of OH advice.
* Discuss whether redeployment should be considered ( with OH advice).
* Pay status, i.e. when reduce to half/nil sick pay. Discuss option of taking annual leave during absence.
* If recommended by OH consideration for those in the Local Government Pension Scheme to be assessed for permanent ill health retirement.

### Absence Management Procedure

Explain that the employee’s absences will continue to be monitored and set a review period of **(X) months,** ending on **(insert date)**.

Should the employee have any absences during the review period, this will be discussed at the end of the review.

Ensure the employee understands we are continuing to support him/her as much as possible in order to help them improve their attendance. If there are any further adjustments/support which the employee feel maybe of benefit ask them to discuss with you.

If at the end of the review period, the employees attendance has improved they will enter a 12 months "live" period (commencing at the end of the review period) during which the employee is required to sustain the improvement. Should they have further absences during this "live" period and the absences, on a rolling 12 months basis, cause them to hit the Council’s trigger points once again, a decision could be made to proceed to a Stage 2 Meeting.

However, if the employee’s absence(s) remain at a level which is a concern they could be progressed through the absence management procedure where a Stage 2 or Stage 3 Hearing may take place. Please make the employee aware that a possible outcome of a Stage 3 Hearing could be dismissal.

Ensure the employee has a copy of the Absence Management Procedure.

A letter will be sent to confirm the outcome of the meeting [Stage 1 Outcome Letter](http://www.lincolnshire.gov.uk/jobs/manuals/employment-manual/absence-management/template-letters/83811.article).

Remind them of the Council's free and confidential Employee Support and Counselling service, which is available to you. The service can be accessed by telephone on 55440 (internal) or 01522 555440 (external) or by e-mail on [emp.supportandcounselling@lincolnshire.gov.uk](mailto:emp.supportandcounselling@lincolnshire.gov.uk)

Any questions?

Thank all parties for attending the meeting.

Updated June 2016