Short Term Absence Management – Flow Chart

Trigger Point Reached

STAGE 1 – FIRST FORMAL ABSENCE REVIEW
Target Set

Attendance does not improve
TARGET EXCEEDED

OPTIONAL INTERIM REVIEW

FOLLOW UP REVIEW
Employee Achieves target

END OF FORMAL PROCESS

STAGE 2 – SECOND FORMAL ABSENCE REVIEW
Target Set

Employee exceeds Trigger point within 12 months

Attendance does not improve
TARGET EXCEEDED

INTERIM REVIEW

FOLLOW UP REVIEW
Employee achieves target

END OF FORMAL PROCESS

STAGE 3 – CAPABILITY REVIEW HEARING
Target Set

Attendance does not improve
TARGET EXCEEDED

INTERIM REVIEW

FOLLOW UP REVIEW
Employee achieves target

END OF FORMAL PROCESS

STAGE 4 – CASE REVIEW HEARING

Employee Dismissed

Other options considered
Employee may revert back to Stage 3

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