|  |
| --- |
| ABSENCE REVIEW MEETING |

|  |  |  |  |
| --- | --- | --- | --- |
| PERSONAL DETAILS | | | |
| Department |  | Last Name |  |
| Location |  | First Name |  |
| Employee Number |  | Title |  |
| Position |  | Address |  |
| Contracted Hours |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SICKNESS DETAILS | | | | | | | | |
| Absence Since Date | Date: Click here to enter a date. | | Employee Returned To Work On | | | | Date: Click here to enter a date. | |
| Occasions of Absence in Rolling Year |  | | Total Work days lost in rolling Year | | | |  | |
| **DISCUSSION** | | **DETAILS** | | | **PROPOSED ACTION** | | | |
| Has there been further absence in the last 3 months | | **YES** | | | **NO** | | | |
| Employee’s health and absences over the rolling 12 months | |  | | |  | | | |
| Aspects of the work environment/domestic circumstances that are impacting on the ability to attend work | |  | | |  | | | |
| Patterns of absence | |  | | |  | | | |
| Any support or adjustments that would enable the employee to improve their attendance | |  | | |  | | | |
| Procedural issues | |  | | |  | | | |
| Would an OH or GP report would assist.in supporting future attendance | | **YES**    IF YES refer to HR | | | **NO** | | | |
| Absence in the last 3 months | | **YES** | | | **NO** | | | |
| Ascertain employee’s well-being and continue discussion continuing Absence Monitoring if appropriate | | | Ascertain employee’s well-being and remove from Absence Monitoring if appropriate | | | |
| Date for next Absence Review Meeting in 12 weeks’ time. | |  | | |  | | | |
| Letter requested from HR to confirm the content of the meeting and agreed action points | | Date:. Click here to enter a date. | | Issue a letter of concern in respect of attendance levels. | | **YES** | | **NO** |
| **AUTHORISATION** | | **Signed** | | **Print Name** | | **Job Title** | | **Date** |
| Employee | |  | |  | |  | | Click here to enter a date. |
| Manager | |  | |  | |  | | Click here to enter a date. |
| HR | |  | |  | |  | | Click here to enter a date. |