



Absence Management Procedure

FREQUENT SHORT-TERM ABSENCES

1. Informal Meeting

1.1 If an employee suffers frequent short-term absences, Kingsbury Parish Council (KPC) will arrange an informal meeting to establish if there is any underlying reason for the absences and whether the employee requires any support from KPC to improve their attendance record. The meeting will set a date for a future review of the employees' absence record to assess the improvement in the attendance record. If no improvement has been achieved this will trigger the first stage of the formal absence procedure.

2. First Formal Meeting

2.1 If no improvement is achieved by the agreed review date, then KPC will write to the employee specifying its concerns with the level of absence and inviting the employee to a first formal absence review meeting. The employee has the right to be accompanied at the meeting by a work colleague or a union representative.

2.2 At the meeting there will be formal consultation with the employee about the attendance record and whether medical information should be sought to establish whether there is an underlying health condition. If following any medical enquiries, no underlying reason for the absences is established KPC will write to the employee setting out the improvement in the absence that is required. KPC will also set a date for a second formal meeting to evaluate the improvement and write to the employee inviting them to attend the second formal meeting.

3. Second Formal Meeting

3.1 The employee has the right to be accompanied at the Second Formal Meeting by a work colleague or a union representative. The employees' attendance will be reviewed at the meeting and if attendance has improved no further action will be taken although attendance will continue to be monitored.

3.2 If attendance has not improved and no underlying reason for the absence is established, then a further absence review date will be set for improvement in the standard of attendance. The employee will be formally warned that if no improvement in attendance is achieved by the review date, then consideration will be given to triggering the final stage of the formal disciplinary process which may result in dismissal.

4. Third Formal Meeting / Disciplinary Meeting

4.1 If no improvement in attendance is achieved by the date of the Third Formal Meeting, a disciplinary hearing will be convened to establish whether the employee should be dismissed. (Refer to disciplinary procedures KPC-POL-13).

5. **Right of Appeal**

- 5.1 At each stage in the formal procedure KPC will write to the employee setting out the outcome of the meeting and the reasons for any decisions. The employee has a right to appeal against any of the decisions reached at any of the formal meetings including any final decision to dismiss.
- 5.2 If the employee wishes to appeal, he/she should write to the Chair stating the grounds on which they wish to appeal within five working days of the employee's receipt of the letter. The appeal will be heard in accordance with KPCs disciplinary appeals procedure.

LONG-TERM ABSENCES

6. **Informal Procedure**

- 6.1 In the case of long-term absence KPC will maintain regular contact with the employee with the aim of remaining informed about their recovery and exploring how KPC can support the employee. KPC will agree with the employee what type of contact is acceptable and how frequently contact should be made.
- 6.2 If the employee or their GP believe that there is no imminent return to work and it is becoming difficult for KPC to hold the job open then KPC will ask the employee's permission to obtain an up- to-date medical report on the employee's ability to do the job now and in the future, a prognosis on the employee's condition and a possible date for return to work.
- 6.3 If the medical information suggests there is no possibility of an imminent return to work, then KPC may need to trigger a formal procedure to consider alternatives with the employee. This will be through a formal long-term absence review meeting.

7. **Formal Long-Term Absence Review Meeting**

- 7.1 If as a result of the medical information it appears that the employee has become incapable of fulfilling their job because of ill health, then a formal long-term absence review meeting will be set up. The employee will be informed in advance and in writing about the meeting and the reason for the meeting. The employee has a right to be accompanied at the meeting by a work colleague or union representative.
- 7.2 If the employee is not well enough to attend and is not likely to be well enough to attend any meeting, then KPC will make arrangements to ensure that the employee has a proper opportunity to make their case and offer additional information before any decision is made. This may be through a representative or written representations or a change of venue.
- 7.3 If reasonable adjustments are identified which may help the employee return to work or a potential improvement in the likelihood of a return to work is identified, then a further review date may be set when a further formal long- term absence review meeting will be held.
- 7.4 If no further information is provided to suggest a return to work is likely to prove possible and no reasonable adjustments are identified that would enable the employee to return to work, then a decision may be taken for dismissal. The employee will be given notice of the decision in writing.

8. Right of Appeal

- 8.1 If the employee wishes to appeal, they should write to the Chair stating the grounds on which they wish to appeal within five working days of the employee's receipt of the letter. The appeal will be heard in accordance with KPCs disciplinary appeals procedure.