




## How to... Manage absence




As soon as the employee is not well enough to attend work, they must telephone their manager to let them know. The employee will ring the manager daily to update unless they have got a doctor's note. Between them, they will agree how often they need to contact each other whilst the employee is off sick.


- If the employee is still unwell, they will have been to get a doctor's note either before or no later than the 8th day of being sick. The employee will give the note to the line manager. If the employee does not do this, the manager will contact payroll and stop payment of their salary until the note is received.




Payroll  
(5327)
- As soon as the employee returns to work, the manager will arrange to meet with the employee and do a **return to work** meeting and complete the sickness form. If the employee has been off sick for 6 days or more during the past 6 months, then a formal meeting (stage one) will need to be held and a referral made to occupational health.




Manager's  
Instruction  
Manual  
*Stage One  
and OH*
- If the employee has been off sick for 4 consecutive weeks or more in the past 6 months this would count as long term sickness and the manager would then need to hold a formal meeting (stage one).




Manager's  
Instruction  
Manual  
*Stage One*
- If the manager makes an appointment for the employee with occupational health and if they don't attend, the employee will only receive Statutory Sick Pay. This will be paid until employee attends and then they will get their money back.




Payroll  
(5327)
- The manager will meet with the employee monthly to review sickness. The manager may have asked the employee to bring in a doctor's note for each time they are off sick. If they don't provide the note their salary will be stopped.



Payroll  
(5327)
- If the employee has not been off sick since the stage one meeting then no further action will be taken. If they have still been off sick and manager is unhappy about progress, the manager can then use stage two.



Manager's  
Instruction  
Manual  
*Stage Two*
- The manager will meet with the employee monthly to review sickness. If no further sickness no further action taken. If they have still been off sick then they will go forward for a **strategic director review**. The manager will make a recommendation for dismissal.



Manager's  
Instruction  
Manual  
*Strategic  
Director  
Review*

