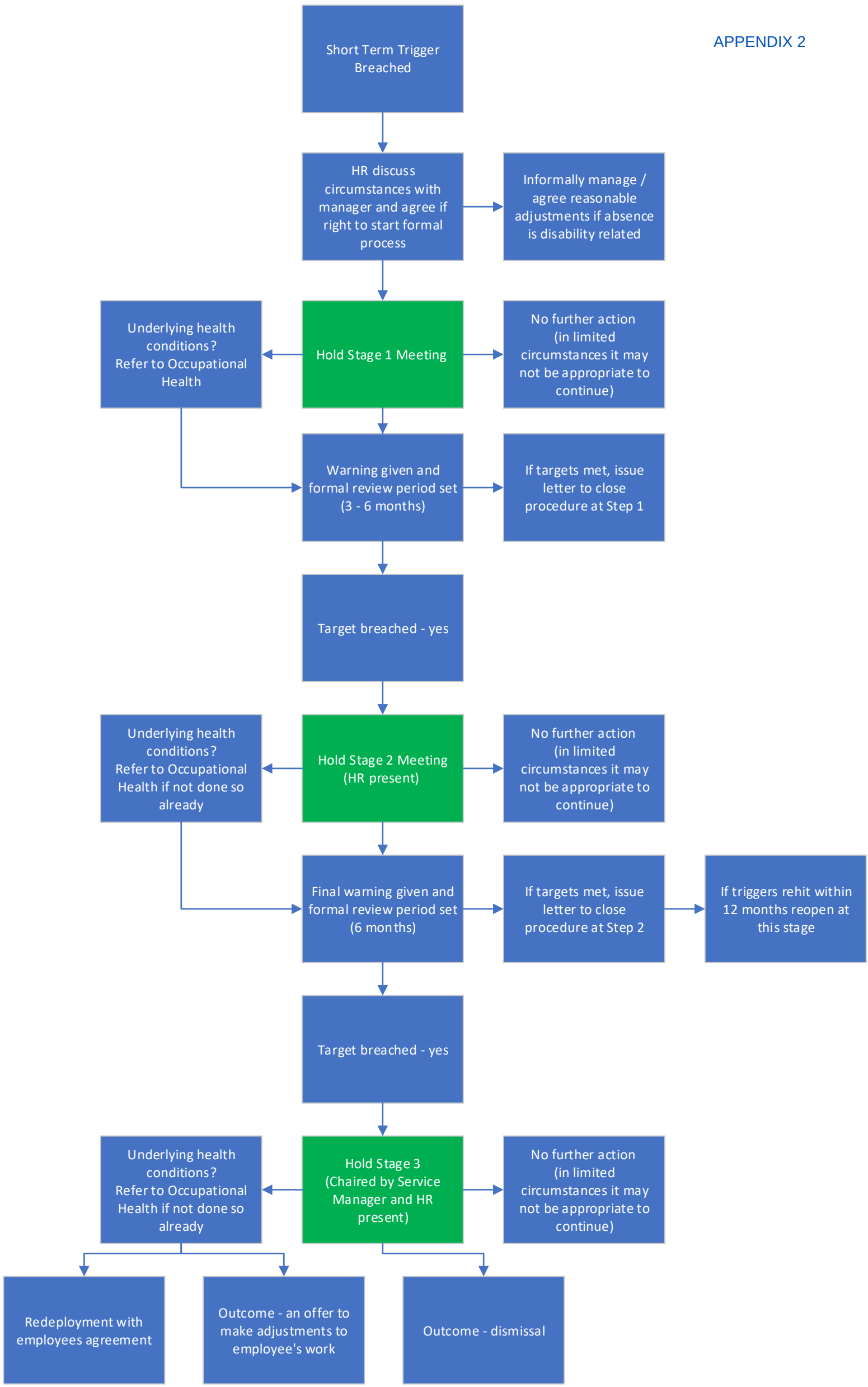
APPENDIX 2


Short Term Trigger Breached
HR discuss circumstances with manager and agree if right to start formal process
Informally manage / agree reasonable adjustments if absence is disability related
Underlying health conditions? Refer to Occupational Health
Hold Stage 1 Meeting
No further action (in limited circumstances it may not be appropriate to continue)
Warning given and formal review period set (3 - 6 months)
If targets met, issue letter to close procedure at Step 1
Target breached - yes
Underlying health conditions? Refer to Occupational Health if not done so already
Hold Stage 2 Meeting (HR present)
No further action (in limited circumstances it may not be appropriate to continue)
Final warning given and formal review period set (6 months)
If targets met, issue letter to close procedure at Step 2
If triggers rehit within 12 months reopen at this stage
Target breached - yes
Underlying health conditions? Refer to Occupational Health if not done so already
Hold Stage 3 (Chaired by Service Manager and HR present)
No further action (in limited circumstances it may not be appropriate to continue)
Redeployment with employees agreement
Outcome - an offer to make adjustments to employee's work
Outcome - dismissal