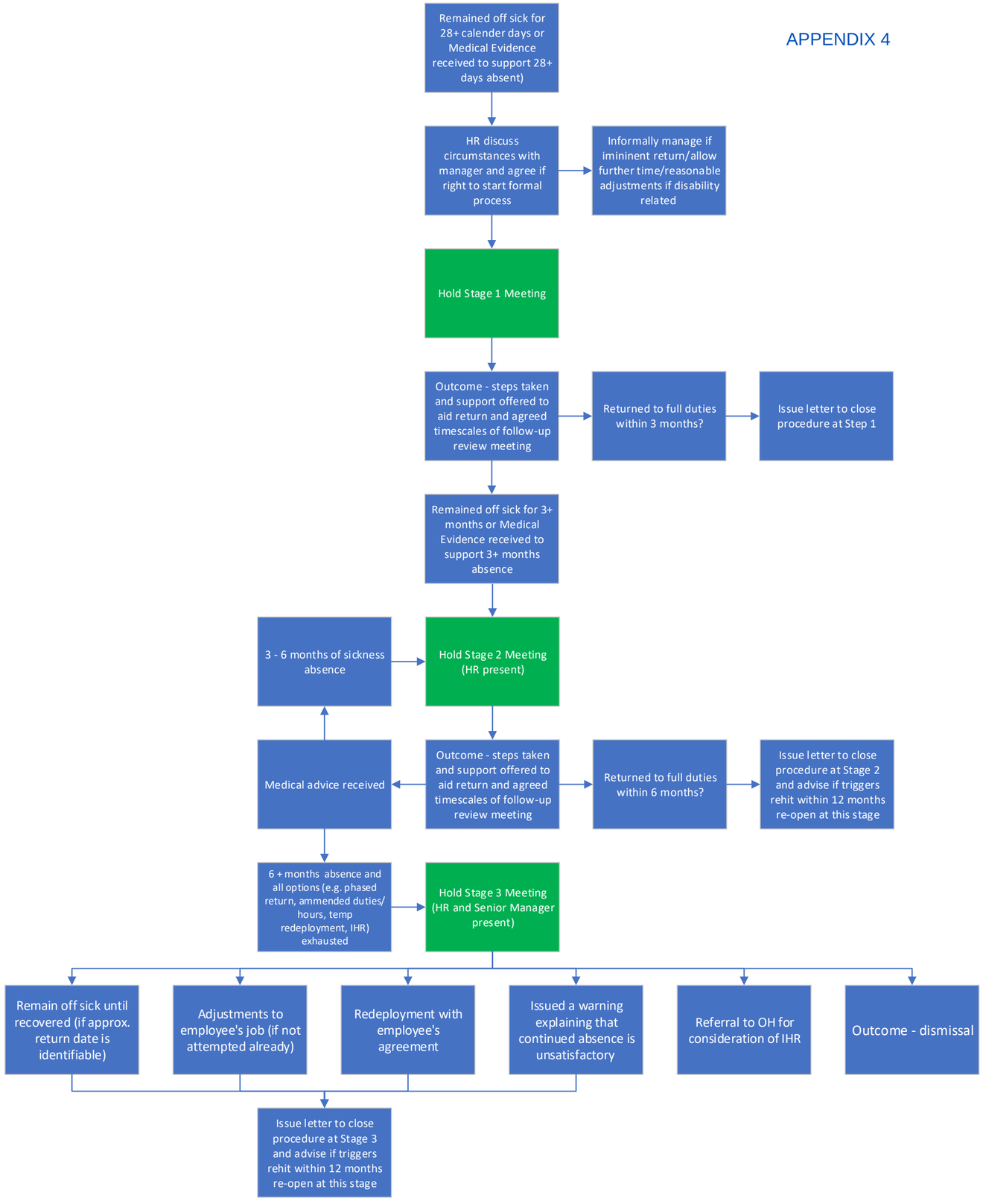
APPENDIX 4


Remained off sick for 28+ calender days or Medical Evidence received to support 28+ days absent)
HR discuss circumstances with manager and agree if right to start formal process
Informally manage if imininent return/allow further time/reasonable adjustments if disability related
Hold Stage 1 Meeting
Outcome - steps taken and support offered to aid return and agreed timescales of follow-up review meeting
Returned to full duties within 3 months?
Issue letter to close procedure at Step 1
Remained off sick for 3+ months or Medical Evidence received to support 3+ months absence
3 - 6 months of sickness absence
Hold Stage 2 Meeting (HR present)
Medical advice received
Outcome - steps taken and support offered to aid return and agreed timescales of follow-up review meeting
Returned to full duties within 6 months?
Issue letter to close procedure at Stage 2 and advise if triggers rehit within 12 months re-open at this stage
6 + months absence and all options (e.g. phased return, ammended duties/ hours, temp redeployment, IHR) exhausted
Hold Stage 3 Meeting (HR and Senior Manager present)
Remain off sick until recovered (if approx. return date is identifiable)
Adjustments to employee's job (if not attempted already)
Redeployment with employee's agreement
Issued a warning explaining that continued absence is unsatisfactory
Referral to OH for consideration of IHR
Outcome - dismissal
Issue letter to close procedure at Stage 3 and advise if triggers rehit within 12 months re-open at this stage