**EBOR ACADEMY TRUST – ABSENCE MANAGEMENT PROCEDURE**

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| **Stages** | **Review meeting convened when** | **Held by** | **Potential warning and its length** | | **Appeal Held by** |
| **RTW Meeting** | RTW convened with SLT and / or CST HR Manager when there has been 3 absences in a 6 month period | SLT and / or CST HR Manager | Warning (Notes of meeting recorded)   * Further absence within 3 months would trigger an Attendance Consultation Meeting | | Not applicable |
| **Attendance Consultation Meeting**  *(5 working days notice of meeting)* | * Another absence is triggered within the 3 months since the RTW meeting (informal warning) * Where absence continues for more than four weeks and there is no sign of a return to work. | CST HR Manager/ Line Manager/ NYCC Advisor | Monitor on a monthly basis for 3 months/absence trigger agreed.   * If no absence occurs inform employee that the process has ended however if there is further absence with 6 months a formal notification meeting will be held. * Further absence within the absence trigger period would result in a Formal notification meeting. | | Head of School |
| **Formal Notification**  **Meeting**  *(5 working days notice of meeting)* | * Further trigger point has been reached. | NYCC Advisor/ Head of School/ Director | 3 month review period any absence would result in a Final Notification Meeting   * If no absence occurs inform employee that the process has ended however if there is further absence with 6 months a formal notification meeting will be held. | Panel of Directors | |
| **Final Notification**  **Meeting** | * Further trigger point has been reached | NYCC Advisor/ Head of School/ Director | Issue Final Notification/ monthly review meetings over 6 month period, any absence would result in an Attendance Panel Meeting |  | |
| **Attendance Panel Meeting**  *(10 working days notice of meeting)* | * No significant improvement in attendance * A return to work cannot be foreseen or is not sustained in the agreed timescales * Where options to enable the employee to remain in employment are either unreasonable, inappropriate or have been unsuccessful. | NYCC Advisor/ Panel of Directors | Dismissal (or )  Extension to a ‘final warning’ and or  Ill health retirement in cases of permanent incapacity  *(letter confirming outcome sent within 5 working days* | Chief Executive/ Panel of Directors | |