**Example Absence Procedure**

This should be amended to suit your company’s requirements.

**Reporting absence***:*

[Insert details of:

* When the absence should be reported
  + *E.g. on first day of absence, within so many hours of shift start time*
* Who the absence is reported to - if the first point of contact is not available who is the second point of contact
* How is absence reported

i.e. telephone, are they permitted to e-mail or text]

**Procedure for keeping in touch:**[Insert details including the frequency of contact the employee must make contact during the absence]

**Length of Absence and Certification:** [Insert details of the certification arrangements]

*i.e. If absent for up to 7 calendar days, you will need to complete a self-certification form, which you are required to submit to your line manager on your first day back at work. If your absence lasts for more than 7 calendar days, a doctor’s medical certificate (stating your fitness for work) must be obtained from your doctor and sent to your line manager, no later than on the 8thcalendar day and thereafter at regular intervals until the final certificate is issued*.

**Return to Work:** [Insert details of what will happen when the employee returns to work]

*i.e. Irrespective of length of absence you will be invited to a return to work meeting with [insert name of person conducting the interview]. The purpose of this meeting is to discuss your absence, the reason for it and establish if we can provide any support that would facilitate your attendance at work in the future*

**Triggers:** [Insert details of triggers within the absence process that may result in a staff member being considered for further action i.e. referral to an occupational health service, capability procedure or disciplinary procedure]

**Failure to follow this process**: [Insert detail of what action will be taken if the staff member does not follow any stage of this process]