

**HOTEL REMBRANDT**  
**MANAGING SICKNESS ABSENCE - POLICY AND PROCEDURE**

This policy will apply to all Company employees, irrespective of the position they hold.

**1. Introduction**

At the Hotel Rembrandt we expect all our employees to achieve a satisfactory level of attendance. It is important therefore that we all understand our obligations and rights in this regard.

We are committed to encouraging good employee attendance levels and we will deal sensitively, consistently and constructively with all employees.

**2. Policy Aim**

2.1 The aim of this policy is to:

- i. Identify the standards of attendance expected
- ii. Make sure that absence is managed in a fair, sensitive, appropriate and consistent way.
- iii. Outline the approach that managers and heads of department should take when dealing with long and short term absence; and
- iv. Provide practical support and encouragement to bring about any necessary improvements in attendance.

2.2 This policy is not intended to force you to attend work when you are unfit to do so. It is important, however, that everyone recognises their personal responsibility to achieve an acceptable level of attendance.

**3. General guidance**

3.1 This procedure applies to:

- i. Uncertified or certified short-term sickness absence; and
- ii. Long term absence due to ill health

3.2 We will deal with issues relating to your conduct under our disciplinary procedure. The following are examples of issues that would normally be dealt with under the disciplinary procedure:

- i. Failure to follow workplace procedures in reporting sickness absence
- ii. Where absence forms a repeated pattern, such as days off on weekends, bank holidays etc.
- iii. Where there is evidence that you are not actually ill

**4. General responsibilities**

4.1 Managers/Heads of Department

- i. Managers/HODs are responsible for monitoring absence within their department, conducting return to work meetings with their staff following any period of absence and taking appropriate action to manage absence levels within their team

- ii. When your level of attendance is considered to be unsatisfactory, your HOD or a member of management will review the situation with you and provide support as appropriate. HOD's must also set review dates and monitor progress accordingly.
- iii. HODs may issue formal warnings but this is more normally undertaken by a member of Management.

#### 4.2 Employees

Employees should make every effort to ensure that their level of attendance meets the required standard and, where appropriate, take advantage of any support identified (such as the Government 'Fit for Work' Scheme) to ensure satisfactory attendance.

### 5. **The right to be accompanied**

- 5.1 The formal stages of this procedure are set out in Stages 1, 2, 3 and 4 and do not include return to work meetings.

You have the right to be accompanied at any **formal** stage of the procedure by either a trade union official or by a work colleague. You have no right under this procedure to be accompanied by anyone else such as a family member, friend or legal representative.

- 5.2 The only exceptions to this rule are:

- i. Where you have been absent due to long term ill health and your ill-health retirement is being considered, in which case you may need the support of a family member or friend; or
- ii. Where it would be a reasonable adjustment under the Disability Discrimination Act to allow external support.

### 6. **Attendance and ill health**

- 6.1 General considerations:

- i. We will only use the formal stages of this policy in situations where either the frequency or the duration of your sickness absence is an issue.
- ii. Heads of Department should keep secure records showing the duration and reasons for all periods of sickness absence. These records will allow managers to monitor sickness absence levels and enable problems to be addressed at an early stage.
- iii. Pregnancy related sickness will be recorded in the normal way, but no formal action should be taken in respect of pregnancy-related absence. It may, however, be necessary for Management to obtain information from a GP to ascertain the likely duration and/or frequency of absences.
- iv. Disability-related absence must be managed in a way that does not breach the Disability Discrimination Act 1995. Management should

seek advice from their HR representatives when dealing with disability-related absence.

- v. If you choose to have elective surgery where there is no pressing medical need, for example cosmetic surgery, you must take annual leave for the duration of the absence.

## 6.2 Notification of sickness absence

- i Any absence from work must be accounted for; if you are unable to attend work through sickness you must telephone your Line Manager or the Duty Manager daily prior to the start of work or as early as possible. Failure to do so may render you subject to disciplinary action. You should notify your Line Manager or the Duty Manager of the reason for absence and the expected duration of absence.
- ii For an absence of seven consecutive calendar days or less, you are required to telephone your Line Manager or Duty Manager on a regular basis in accordance with the reporting procedure set out above and must complete a self-certification of sickness absence form on your return to work. When phoning in you must ensure you speak to your line manager in person and not communicate by email, text or by leaving a message on an answer phone. If you cannot reach your line manager you must contact your manager's manager. You are reminded that it is a serious disciplinary offence to provide false information on a self-certification form.
- iii Should the employee's sickness absence be for a period in excess of seven calendar days, they are required to contact their Line Manager on a weekly basis and provide doctor's certificates which must be forwarded to the Hotel as soon as they are received. The Company must be kept updated on recovery and doctor's certificates provided as necessary to cover the entire period of the sickness absence. Any return to work must be accompanied by a 'fit note' from your GP
- iv. For all periods of sickness absence, you will be required to attend a "back to work" interview on your return to work to discuss the reasons for the absence.

## 6.3 Implications for holiday pay when off work due to sickness

- i. If you want to take annual leave while you are absent due to sickness, we may ask you to obtain permission from your doctor and provide us with confirmation that the holiday will not be harmful to your recovery. This will then be treated as annual leave for the duration of your holiday period. You will be expected to follow the usual departmental arrangements for booking annual leave.
- ii. If you fall sick during your annual leave, you will be treated as being on sick leave from the date of a doctor's statement and re-credited with annual leave. Self-certification will not be enough.

## 7. The process for dealing with short term absences

- 7.1 Whenever possible, an informal approach will be the first step to help, guide or advise you about improving your attendance. This is likely to take place in return to work meetings.
- 7.2 The purpose of the informal/back to work meetings between you and your line manager is to identify and examine any areas of concern, and to make sure that you clearly understand our future expectations.
- 7.3 Back to work meetings

Following **any** period of sickness absence your line manager should meet with you to:

- Welcome you back to work
  - Ask how you are and discuss the reason for your sickness/absence
  - Discuss, if appropriate, whether your absence was due to any underlying or long-term health problem.
  - Discuss, if appropriate, whether your absence was work related and whether we could make any adjustments to help you;
  - Ensure you are aware of the absence trigger levels, whilst not doubting your absence is genuine.
  - Discuss, if appropriate, whether we can provide any assistance or support to allow you to continue to attend work; and
  - Update you about any relevant matters that may have occurred while you were absent.
- i. Back to work meeting should take place as soon as possible following your return from absence. Unless not practical due to sickness, leave etc., they should occur within 2 days of your return.
- ii. Details must be recorded on the self-certification and back to work meeting form, a copy should go to Payroll and a copy will be placed on your personnel file

#### 7.4 **The formal process**

Before considering action line managers should consider each case on its merits and take account of:

- Isolated illnesses/accidents which should not lead to formal action in an otherwise good attendance record
- Staff who are disabled, where special consideration may have to be given to a higher level of absence.
- Whether the absence has resulted from an industrial injury or illness, in these circumstances further action may not be appropriate.
- Whether the absence is related to pregnancy or an assault in connection with their duties, in which case no further action should be taken.

It is essential, however, that we deal with frequent and persistent absence promptly, firmly and consistently to demonstrate to all employees that we regard absence as a serious matter.

If you are frequently and persistently absent, the following procedure will ensure that we take appropriate action.

## 7.5 Formal process – Stage 1

**As part of our sickness monitoring arrangements, managers will instigate the formal process and arrange to meet with any employee who has:**

- Four absences or 14 days sick leave in any 12 month period.
  - Absences for frequent and unrelated non-specific illnesses, e.g. headache, stomach ache, back trouble, especially where these are self-certificated.
- i. This meeting will allow your manager to consider if it is appropriate to issue you with a verbal warning regarding your attendance.
  - ii. Your manager should write to you to confirm that a Stage 1 meeting will take place. A sample letter can be found at Appendix 1
  - iii. The meeting should take place within 10 days of your return to work interview, unless this is not reasonably practicable.
  - iv. The following points should be covered:
    - A review of your attendance record over the last 12 months and the reasons for your sickness absence.
    - An opportunity to discuss whether these sickness absences are part of any underlying health problem.
    - Discussion about whether you have asked for or received any support, for example from your GP, hospital doctor etc.
    - Discussion about whether any sickness problem may be work related, and to identify and agree whether any adjustments could be made.
    - Ways of achieving and maintaining an improvement in your attendance will be explored.
  - v. Where a verbal warning is issued, this reflects that the absence level is not acceptable and in no way implies that the periods of sickness absence are not considered to be genuine. The issue of a verbal warning will be confirmed in writing and will remain live for a period of 12 months from the date of issue. A sample of a verbal warning letter can be found at Appendix 2.
  - vi. It may not be appropriate to issue a verbal warning in all circumstances, Managers have the discretion to handle matters on a case by case basis.
  - vii. Regardless of the outcome of the meeting, your manager should inform you that any further absence may lead to further action being taken under the procedure.
  - viii. If you are not issued with a verbal warning, your line manager will inform you of their expectations for improvements in attendance.

Failure to improve attendance sufficiently is likely to result in a verbal warning being issued.

#### 7.5.1 Formal process – Stage 2

**If your attendance does not improve sufficiently following Stage 1, we will continue to the next stage of the procedure. The trigger point for Stage 2 would be two absences or ten days sick leave in the next six months. At the conclusion of Stage 2 of the procedure you may be issued with a first written warning.**

Your manager should write to you to confirm that a Stage 2 meeting will take place. A sample letter can be found at Appendix 3

- i) If appropriate, your manager may have already considered asking you to sign consent to contact your Doctor for a medical report.
- ii) If such a report was done, this will be discussed in the Stage 2 meeting (if applicable). If medical opinion confirms that you have an underlying medical condition, GP's recommendations should be followed and you will be given sufficient support. You should be informed that your attendance will continue to be monitored. However, the existence of any underlying medical condition does not preclude a first written warning being issued if attendance continues to be unsatisfactory.
- iii) If medical opinion confirms that there is no underlying or substantial health reason for your absences, or if the Stage 2 absence level has been triggered, you may be given a first written warning. A sample first warning letter can be found at Appendix 4.
- iv) If your attendance continues to be unsatisfactory, we will move on to Stage 3 of this procedure.

#### 7.5.2 Formal process – Stage 3

**If your attendance does not improve and the Stage 3 trigger of two absences or ten days lost in any six month period in the 12 months after the stage 2 warning, we will progress to the next stages of the procedure. At the conclusion of Stage 3 of the procedure you may be issued with a final written warning.**

Your manager should write to you to confirm that a Stage 3 meeting will take place. A sample letter can be found at Appendix 5.

- i) If it is found that your attendance levels have triggered a stage 3 meeting, you may be issued with a final written warning. A sample final written warning letter can be found at Appendix 6. The warning will remain live for 12 months.
- ii) If your attendance continues to be unsatisfactory and we are considering your dismissal, your attendance record will be examined and a further formal meeting held.

#### 7.5.4 Formal process – Stage 4

**If your attendance does not improve and the Stage 4 trigger of two further absences or ten days lost in any six month period in the 12 months after the stage 3 warning, we will progress to the next stages of the procedure. At the conclusion of Stage 4 of the procedure it is possible that you will be dismissed.**

Your manager should write to you to confirm that a Stage 4 meeting will take place. A sample letter can be found at Appendix 7

- i) If you are dismissed at the conclusion of this procedure you will be sent a letter to confirm your dismissal and the reason why you were dismissed. A sample letter can be found at Appendix 8.
- ii) If you are not dismissed you may be given a period to demonstrate improvement in your attendance.

## **8. Deciding on the outcome of formal action**

### 8.1 General considerations

The following points will be taken into consideration at any formal meeting:

- Your absence record
- The fairness, consistency and merits of the information presented during the hearing.
- The efforts you have made to improve your attendance
- The extent to which you may have contributed to the situation, such as not attending health appointments etc.
- The requirements of employment legislation which state we, as employers, act reasonably and treat each case fairly and on its own merits.
- The status of warning that you are under at the time.

### 8.2 Verbal warning (stage 1) and First written warning (stage 2)

You will be informed in writing, of:

- The reason for the warning
- The details of the review period
- The standard of attendance expected from you
- The consequences of you failing to meet specified improvements, and
- Your right to appeal
- How long the warning will remain in force.

### 8.3 Final written warning (stage 3)

You will be informed in writing of all the points above, and in addition you will be advised in writing that the consequences of you failing to meet the specified improvements may be the termination of your employment.

### 8.4 Dismissal (Stage 4)

If you have already been given a final written warning and your attendance has not improved, a further formal meeting will be held.

We could decide at this meeting to terminate your contract of employment on the grounds of incapability.

If we decide to dismiss you, you will be informed in writing of:

- i. The reason for the decision
- ii. The period of notice you are entitled to
- iii. The date from which your dismissal is effective
- iv. Arrangements for your final pay and any outstanding annual leave
- v. Your right of appeal

## **9. Dealing with long term sickness absence**

9.1 If you are absent on long term sickness absence (more than 4 weeks or a pro-rated equivalent for part time staff) the following procedure will make sure that appropriate action is taken.

9.2 Whilst you are on long term sickness absence, your line manager should contact you weekly and you must stay in regular contact with your line manager. This approach will help both of you. You will be able to raise any particular concerns with your manager and your manager will know how long you expect to be absent. For long-term sickness absence, the employee's Manager may request to visit the employee at home.

9.3 Before taking any action about your employment, we will establish the current medical opinion on your state of health. If you have been off sick for a period of 4 weeks or more, we will ask for your consent to refer you to the new Government Scheme 'Fit for Work'. Once you have been referred an independent healthcare professional will call you to talk about your health, assess your circumstances and create a plan with your agreement, providing recommendations to help you back into work. This will also be shared with us, with your consent. We may, in certain circumstances request you to sign a medical consent form so that we can contact your GP, this may be in addition or as an alternative to the Fit for Work Scheme. You will be informed of your rights under the Access to Medical Reports Act.

9.4 If you refuse to co-operate, either to the referral to the Fit for Work Scheme, or to give us medical consent to contact your GP, we will base our decision on the information we have available, and this may result in your dismissal

9.5 Having received medical evidence, or in the absence of such evidence if you have refused to co-operate, we will arrange a formal meeting with you to discuss your health and absence from work. The meeting will either be held at work or at your home, whichever is most convenient to you.

9.6 If, according to medical opinion, you are likely to return to work in the foreseeable future, your manager will discuss the following issues with you at any formal meeting:

- i) How best to arrange your return to work e.g. a gradual return – bearing in mind the needs of the business and any recommendations made by the Fit for Work Scheme



- ii) Whether it is feasible for us to make temporary adjustments to your current job, such as altering hours or days of work, or making changes to the physical work environment

9.7 If according to medical opinion, it is unlikely you will be able to return to work or to your normal duties in the foreseeable future, we will discuss the following options with you:

- i) Making permanent adjustments to your current job, such as altering hours or days of work, if feasible
- ii) The possibility of redeploying you to another appropriate post if this is possible.

9.8 If we cannot keep your job open any longer and, after taking medical advice, we cannot make any reasonable adjustments or find any suitable alternative work for you, we will inform you of the likelihood that you will be dismissed on the grounds of incapability.

9.9 We only consider dismissing an employee on the grounds of incapability due to ill health, when we have considered all the available facts and medical reports and investigated the following:

- i) Current medical opinion shows that you are not able to return to your current post in the foreseeable future
- ii) It has not been possible for us to make any reasonable adjustments to your existing post
- iii) Your medical condition prevents you from being redeployed to another job
- iv) You have refused to consider or accept alternative employment

9.10 If we decide to dismiss you, the normal conditions for us giving you notice will apply. The decision to dismiss on the grounds of incapability, will be confirmed in writing and you will have the right to appeal against your dismissal

## Appendix 1 – Invite to Stage 1 meeting

Dear **NAME**

### Stage 1 - Absence interview

I am writing to inform you that you are required to attend an interview on **DATE** at **TIME**, which will be held at **VENUE**.

We will discuss your sickness record at this interview as you have hit the trigger points as set out in our 'Managing absence' procedure. I have attached details of the periods of your sickness absence that we will be discussing during the interview.

You may, at the conclusion of the meeting, be issued with a verbal warning.

At the interview you may be accompanied by either a trade union representative or a work colleague.

Yours sincerely

**NAME OF LINE MANAGER**  
**JOB TITLE LINE MANAGER**  
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## **Appendix 2**

### **Sample letter confirming a Stage 1 warning**

Dear **NAME**

#### **Stage 1 - Verbal warning**

I refer to the recent Stage 1 absence interview that you attended with me on **DATE** at which **[TU REP/COLLEAGUE'S NAME** accompanied you **OR** at which you chose not to be accompanied.]

At this meeting we discussed your sickness record over the past 12 months. I explained to you the importance of your attendance at work and that your recent level of sickness absence was unsatisfactory.

I informed you that you needed to significantly improve your attendance and that your attendance record would now be closely monitored over the next 6 months. Should you have two more absences in the next 6 months or a period of absence in excess of 10 days then Stage 2 of our Managing Sickness absence procedure would be triggered. I also issued you with a verbal warning with regard to your attendance.

You may appeal against my decision. If you wish to appeal, you must do so in writing to me within 5 working days of receiving this written confirmation of your verbal warning.

Yours sincerely

**NAME OF LINE MANAGER**  
**JOB TITLE LINE MANAGER**

## **Appendix 3**

Sample letter inviting employee to Stage 2 absence interview

This letter should be hand delivered or emailed if the employee is in work

Dear **NAME**

### **Stage 2 - Absence interview**

I am writing to inform you that you are required to attend an interview on DATE at TIME, which will be held at VENUE.

The meeting will be chaired by CHAIR'S NAME and we will discuss your sickness record at this interview. Following your Stage 1 interview held on DATE, at which you were given a verbal warning, this meeting will determine whether any further action under our 'Managing sickness absence' procedure is appropriate.

You may, at the conclusion of this interview, be issued with a first written warning. I have attached details of the periods of your sickness absence that we will be discussing during the interview.

You may be accompanied at this interview by a trade union representative or a work colleague.

Yours sincerely

**LINE MANAGER'S NAME**  
**LINE MANAGER'S JOB TITLE**

## **Appendix 4**

Sample letter confirming a Stage 2 warning. This letters should be hand delivered or posted to the employee's home

Dear **NAME**

### **Stage 2 - First written warning**

I refer to the recent Stage 2 absence interview that you attended with me on **DATE** at which **[TU REP/COLLEAGUE'S NAME** accompanied you **OR** at which you chose not to be accompanied].

At this meeting we discussed the following issues **PROVIDE SUMMARY OF ISSUES**

At the meeting I explained to you the importance of your attendance at work and that your recent level of sickness absence was unsatisfactory. I also informed you that we needed to see a significant improvement in your attendance.

Having considered the available information, comments from your manager at the absence interview and the responses from you [and your representative], I am issuing you with a first written warning. This will remain on your file for 12 months.

In addition, your absence record will be closely monitored over the next 12 months. If the Stage 3 trigger of two absences or ten days lost in any six month period in the 12 months after the stage 2 warning, we will progress to the next stages of the procedure for managing absence, which could involve taking further formal action against you in line with that procedure.

You may appeal against my decision. If you wish to appeal, you must do so in writing to me within 5 working days of receiving this written confirmation of your first written warning.

Yours sincerely

**NAME OF STAGE 2 CHAIR  
JOB TITLE**

## **Appendix 5**

Sample letter inviting employee to Stage 3 absence interview

This letter should be hand delivered or emailed if the employee is in work

Dear **NAME**

### **Stage 3 - Absence interview**

I am writing to inform you that you are required to attend an interview on **DATE** at **TIME** which will be held at **VENUE**. The meeting will be chaired by **CHAIR'S NAME**, and we will discuss your sickness record at this interview.

Following your Stage 2 interview held on **DATE**, at which you were given a first written warning, this meeting will determine whether any further action under our 'Managing sickness absence' procedure is appropriate.

You may, at the conclusion of this interview, be issued with a final written warning. At this interview we will discuss your sickness record following our last stage 2 interview, to determine whether further action is required under our procedure for managing absence. I have attached details of the periods of your sickness absence that we will be discussing during the interview.

You may be accompanied at this interview by a trade union representative or a work colleague.

Yours sincerely

**LINE MANAGER'S NAME**  
**LINE MANAGER'S JOB TITLE**

## **Appendix 6**

Sample letter confirming a Stage 3 final written warning

This letter should be hand delivered or posted to the employee's home

Dear **NAME**

### **Stage 3 - Final written warning**

I refer to the recent Stage 3 absence interview that you attended with me on **DATE**, at which [you were accompanied by **TU REP/COLLEAGUE'S NAME** or you chose not to be accompanied].

At this meeting we discussed the following issues: **PROVIDE SUMMARY OF ISSUES**. At the time I explained to you the importance of your attendance at work and that your recent level of sickness absence was unsatisfactory. I also stressed to you that we needed to see a significant improvement in your attendance immediately.

Having considered the available information, comments from your manager at the absence interview and the responses from you [and your representative], I am issuing you with a final written warning. This warning will remain 'live' on your file for 12 months. In addition, your absence record will be closely monitored over the next 12 months. If the stage 4 trigger of two further absences or ten days lost in any six month period in the 12 months after the stage 3 warning, we will progress to the next stages of the procedure. At the conclusion of Stage 4 of the procedure it is possible that you will be dismissed.

You may appeal against my decision. If you wish to appeal, you must do so in writing to me within 5 working days of receiving this written confirmation of your final written warning.

Yours sincerely

**NAME OF STAGE 3 CHAIRPERSON  
JOB TITLE**

## **Appendix 7**

Sample letter inviting employee to Stage 4 absence interview

This letter should be hand delivered or emailed if the employee is in work

Dear **NAME**

### **Stage 4 – Absence interview**

I am writing to inform you that you are required to attend a Stage 4 meeting on **DATE** at **TIME**, which will be held at **VENUE**.

The meeting will be chaired by **CHAIR'S NAME** and we will discuss your sickness record at this interview.

Following your Stage 3 interview held on **DATE**, at which you were given a final written warning, this meeting will determine whether any further action under our 'Managing sickness absence' procedure is appropriate.

It is important that you note that you may be dismissed at the conclusion of this interview.

You may be accompanied at this interview by a trade union representative or a work colleague.

Yours sincerely

**LINE MANAGER'S NAME**  
**LINE MANAGER'S JOB TITLE**



## **Appendix 8**

### **Sample letter confirming dismissal**

This letters should be hand delivered or posted to the employee's home

(N.B this letter should not be emailed to the employee)

Dear **NAME**

#### **Stage 4 - Dismissal**

I refer to the recent Stage 4 absence interview that you attended with me on **DATE**, at which [you were accompanied by **TU REP/COLLEAGUE'S NAME** or you chose not to be accompanied].

At this meeting we discussed the following issues **PROVIDE SUMMARY OF ISSUES**

Having considered the available information, comments from your manager at the absence interview and the responses from you [and your representative], I have decided that it is appropriate to dismiss you on the grounds of incapability.

Under your contract of employment you are entitled to **PERIOD** notice from us to the termination of your contract. A payment for the appropriate period of time will be made to you via payroll in the near future.

You may appeal against my decision. If you wish to appeal, you must do so in writing to me 5 working days of receiving this written confirmation of dismissal.

Yours sincerely

**NAME OF STAGE 2 CHAIRPERSON  
JOB TITLE**

## Self-certification and return to work meeting form

This form must be used in connection with absence due to a sickness lasting fewer than 8 calendar days. Please note that if sickness exceeds 7 calendar days, a certificate from your doctor must be submitted. Details of the return to work meeting must also be recorded on this form.

<b>Employee's Name:</b>	
<b>Manager's Name:</b>	<b>Department:</b>

### Part 1 – Self-certification

<b>Period of incapacity</b>	
First day I was unfit for work (if this was a day when you were not normally expected to attend work)	
First day I missed work or left early (please state time you left if you came into work that ay)	
First day I was well enough to return to work (if this was a day when you were not normally expected to attend work)	
First day I actually returned to work (please state time you returned to work if you came in during the day)	
Number of working days absent (if you are part time please state the number of your normal working days you were absent)	

<b>Nature of Incapacity</b>
State the name of your illness and/or briefly describe the main symptoms
<b>Give the name of any medication and describe any treatment you took</b>

<b>Medical Certification</b>
Was a Doctor's note required for the period of absence? (If no, move to the next section of the form. A Doctor's note is required for absences that are longer than 7 calendar days).
Have you provided a Doctor's note(s)?
Is all of the absence after the first 7 calendar days covered by a doctor's note(s)? (You may need to return to your GP to get a special certificate if there are gaps in the periods covered by sick notes)
If required have you had a 'fit' or signing off note? (If your absence is covered by GP notes for longer than one week, you will need a note to confirm that you are fit to return to work)

## Part 2 – Return to work meeting

<b>Welcome back</b> How is the person feeling?
<b>Adjustments</b> What, if any, temporary or permanent workplace adjustments are needed?

<b>Absence in the last 12 months (prior to this occasion of absence)</b>
Number of days absent in the last 12 months:  Number of occasions of absence in the last 12 months:  Number of occasions of absence in the last 6 months:

**Note for Managers:** You should explain to the employee that their future absences will be monitored and reviewed at regular intervals.

If sickness triggers are met, inform the employee that they will have to attend a separate stage 1 / 2 / 3/ 4 absence interview, at which they can be accompanied by a trade union representative or a work colleague, if they wish.

<b>Additional notes:</b>

**I certify that I have been absent from work for the period stated due to the incapacity indicated. To the best of my knowledge and belief, these facts are correct.**

<b>Employee's signature</b>		<b>Date:</b>	
<b>Manager's signature</b>		<b>Date:</b>	