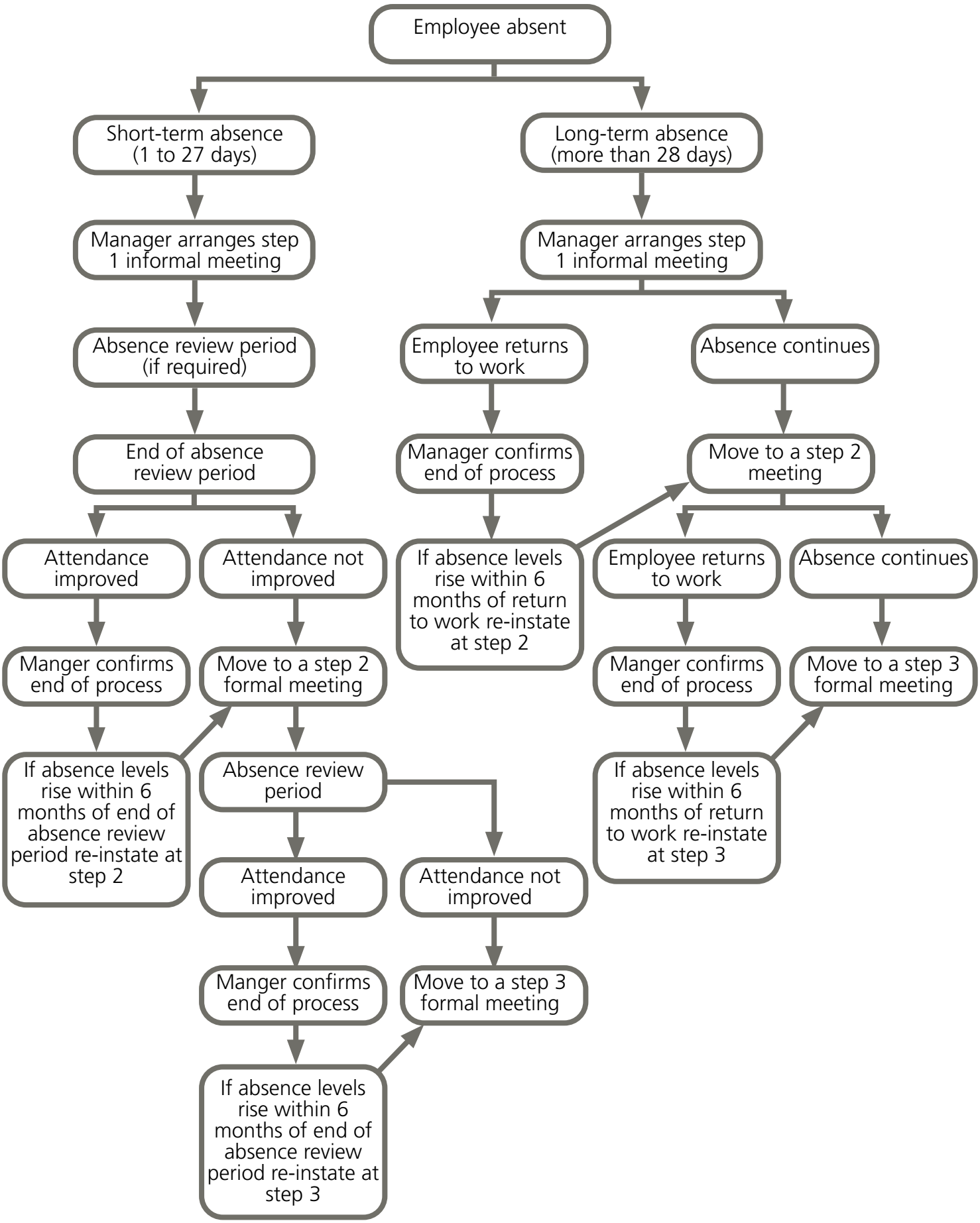
Employee absent
Short-term absence (1 to 27 days)
Long-term absence (more than 28 days)
Manager arranges step 1 informal meeting
Manager arranges step 1 informal meeting
Absence review period (if required)
Employee returns to work
Absence continues
End of absence review period
Manager confirms end of process
Move to a step 2 meeting
Attendance improved
Attendance not improved
If absence levels rise within 6 months of return to work re-instate at step 2
Employee returns to work
Absence continues
Manger confirms end of process
Move to a step 2 formal meeting
Manger confirms end of process
Move to a step 3 formal meeting
If absence levels rise within 6 months of end of absence review period re-instate at step 2
Absence review period
If absence levels rise within 6 months of return to work re-instate at step 3
Attendance improved
Attendance not improved
Manger confirms end of process
Move to a step 3 formal meeting
If absence levels rise within 6 months of end of absence review period re-instate at step 3