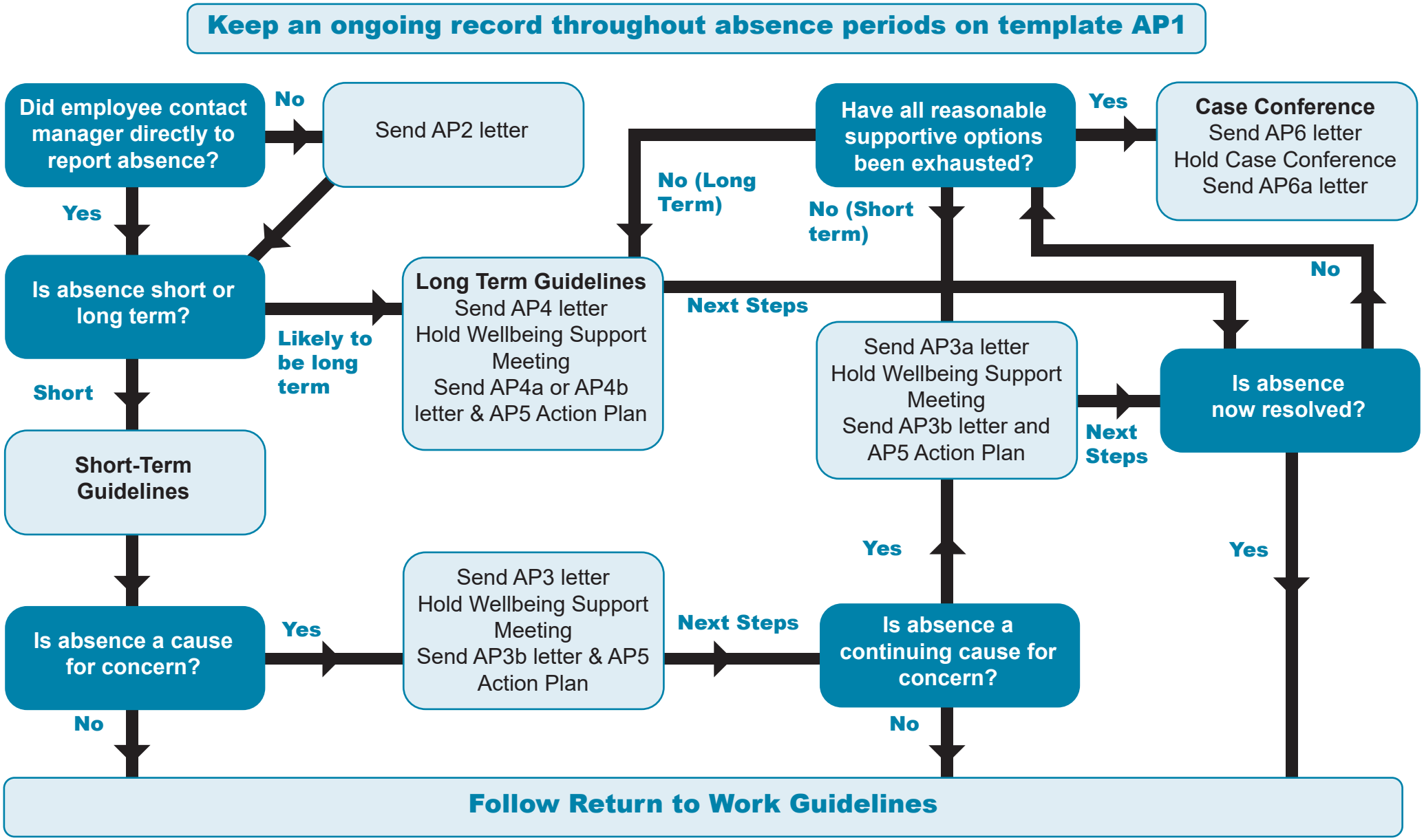
Keep an ongoing record throughout absence periods on template AP1
Did employee contact manager directly to report absence?
No
Send AP2 letter
Yes
Is absence short or long term?
Likely to be long term
Long Term Guidelines
Send AP4 letter
Hold Wellbeing Support Meeting
Send AP4a or AP4b letter & AP5 Action Plan
Short
Short-Term Guidelines
Is absence a cause for concern?
Yes
Send AP3 letter
Hold Wellbeing Support Meeting
Send AP3b letter & AP5 Action Plan
Next Steps
Is absence a continuing cause for concern?
No
Yes
Send AP3a letter
Hold Wellbeing Support Meeting
Send AP3b letter and AP5 Action Plan
Next Steps
Is absence now resolved?
Yes
No
Have all reasonable supportive options been exhausted?
No (Long Term)
No (Short term)
Yes
Case Conference
Send AP6 letter
Hold Case Conference
Send AP6a letter
No
Follow Return to Work Guidelines