

## Management Arrangements

All absences must be recorded in MyView	The decision to move into the formal process should be evidence based	Managers will monitor absence regularly at individual and team level	A decision about your continued employment can be taken prior to sick pay being exhausted
You are given the right to be accompanied by a Trade Union representative or a work colleague at any formal meetings	You should receive 5 working days' notice for any formal meeting	Meetings should be supportive with the intention of keeping you in/back to work	If unable to attend a formal meeting, reasonable steps should be taken to re-arrange
You will receive a letter following any formal meeting	A Formal Improvement Stage may be issued, ranging from one to twelve months in any formal meeting	You have the right of appeal of any Formal Improvement Stage	Complaints will not prevent progression of formal stages
Managers are accountable for decisions they make	HR and Occupational Health advice can be sought at any stage, if required	HR must be present in all Health and Wellbeing Hearings	A Formal Improvement Stage should only be set once you are back to work