

Moving to the Formal Process

A decision by your manager to move to the formal process must be based on evidence and individual circumstances. The level of absence considered to impact upon service delivery is detailed below:

- ◆ 3 or more separate occasions (amounting to 3 or more working days of sickness absence) over a 12 month period; **or**
- ◆ A total of 6 or more working days of sickness absence over a 12 month period

(Based on an employee's actual working day. Part day absences are included)

Managers will decide whether to move to the formal process.