

APPENDIX 2

ABSENCE COUNSELLING CHECKLIST

Points to cover with the employee

- Explain purpose of the counselling.
- Ask if the employee wants a person to accompany him/her for Stages 2- 4
- Effect of absence on dept/team.
- Satisfactory attendance level is their responsibility.
- State clearly level of counselling the employee has reached.
- Help@Hand – Unum (Employee Assistance Programme)

Discussion Points

- Reason for absence
- Past absence record
- Reason for absence and likelihood of re-occurrence – any underlying health or personal reason
- Nature and length of recent illness
- Patterns
- Work/other factors affecting attendance
- Offer assistance, - Occupational Health referral
- If applicable, assess work activities, hours etc.
- State improvement required.
- State next stage of absence counselling procedure.
- Get employee to sign absence form for stages 1- 3
- Follow up meeting with a confirmation of decision letter for stage 4
- Offer right to Appeal