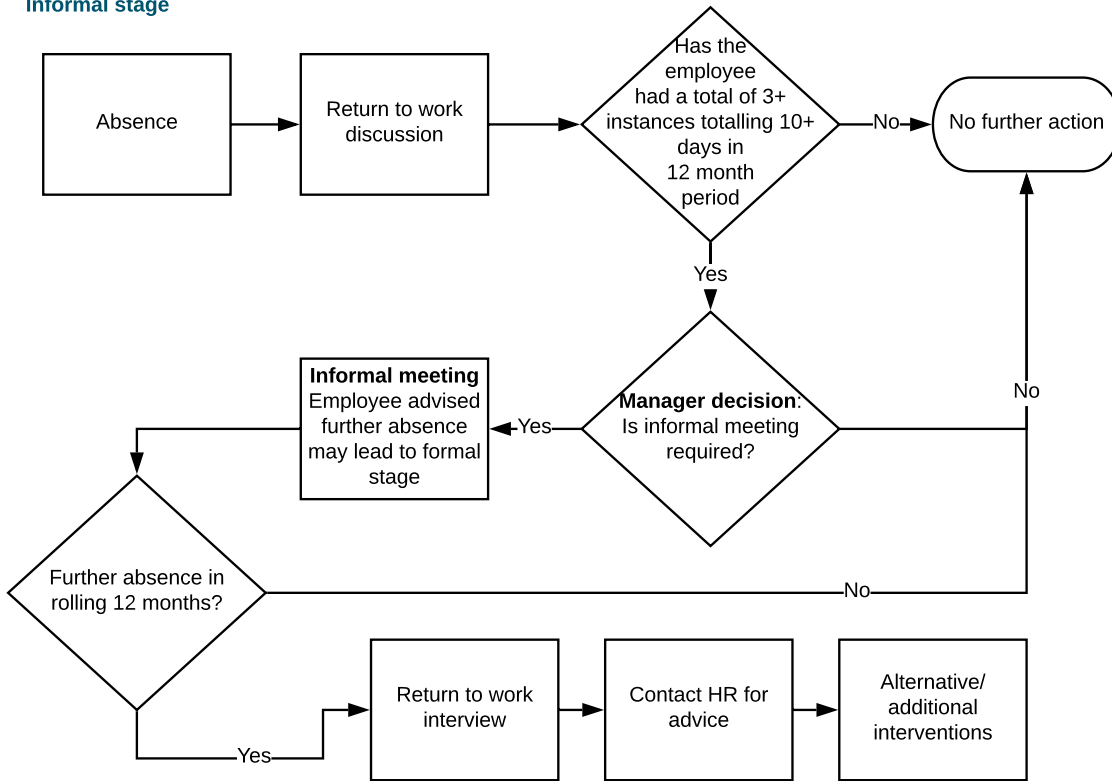


Management of short-term sickness absence

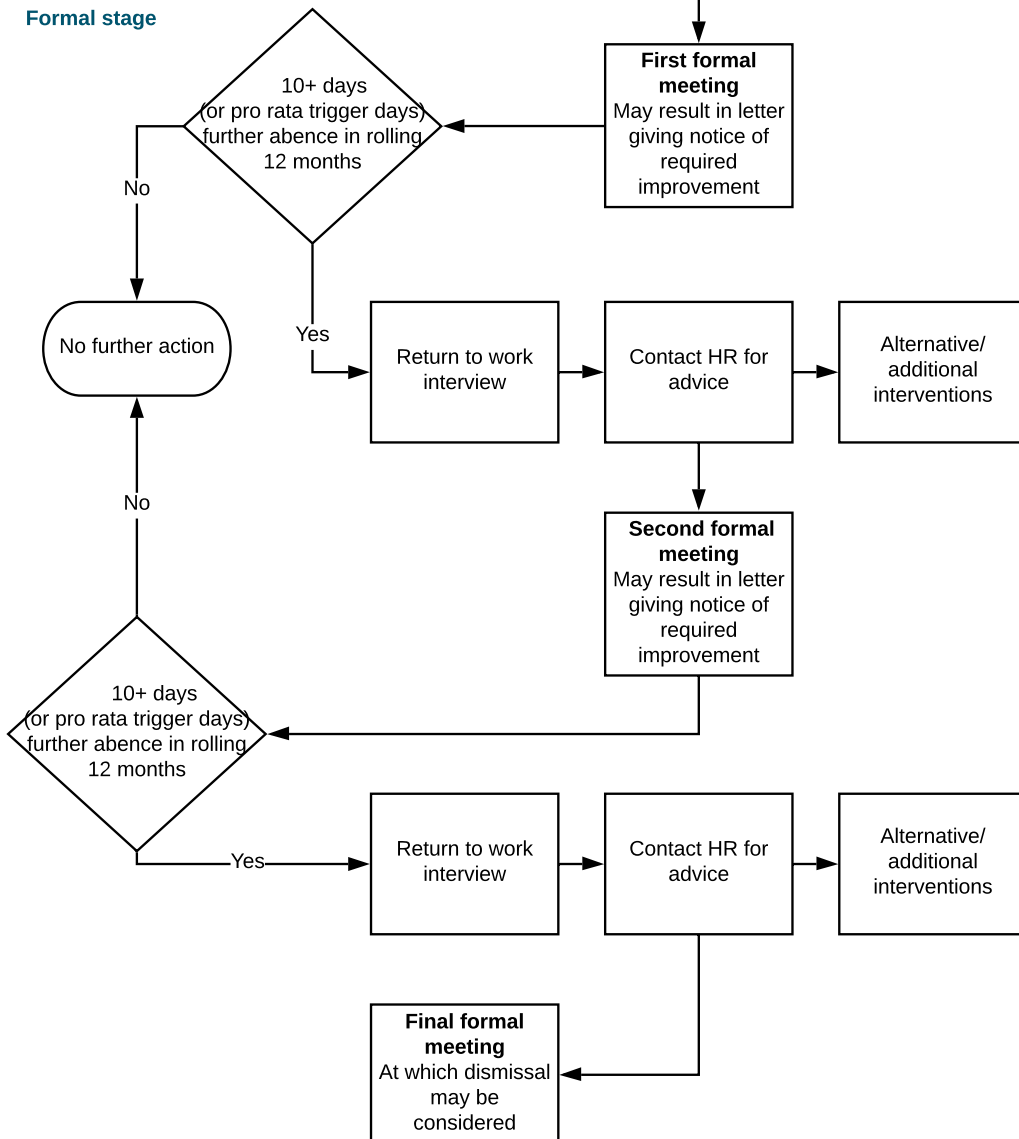
Indicative absence level

Informal stage



Individual has had 3 or more instances of sickness, totalling 10 days (pro-rata for part-time staff) in the 12 month period.

Formal stage



Individual has had 3 or more instances of sickness, totalling 10 days (pro-rata for part-time staff) in the 12 month period.

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