This is a high level flowchart showing the key stages of the policy. You must refer to Managing Sickness Absence Policy and How to Guide for the full procedure.

**LONG TERM SICKNESS ABSENCE – POLICE STAFF ONLY**

Has the individual been off sick for 28 calendar days or more? **YES**

Consider OH referral, adjustments and any other support and move to

The manager must raise a long term absence concern through a review discussion, or series of review discussions with the individual. Discuss OH report and any adjustments /support for the individual

Has the individual returned to work? **YES**

Monitor attendance and support individual back to work

**NO**

Either continue to monitor at the review stage or move to formal stage three hearing - may include a mutual agreement discussion

**Formal Stage 3 Hearing**

Must have update OH advice
Invite to hearing (see H2G for notice)
Panel (see H2G for arrangements)
Right to representation
Review all medical evidence, (medical, improvements notices)
Outcomes as above including:
Dismissal for medical capability/ unsatisfactory attendance, withhold performance increment, redeploy to a different role which may include a reduction in role.
Written outcome 5 working days

Long term sickness – Right of appeal at stage 3 only. No further internal right of appeal.