Sickness Absence Target	Informal Counselling Review Meeting	Initial Review Meeting	Second Review Meeting	Final Formal Review Meeting
 If absent for <u>9</u> <u>days</u> or <u>4</u> <u>episodes</u> (pro- rata for part time staff) follow Informal Counselling steps Pro rata calculation: 9÷37.5 x (contracted hours) = pro rata sickness days E.g. 9÷ 37.5 x 30 = 7.2 days 	 Review 12 months sickness history - if over target, consider reasons, use discretion, hold Informal Counselling Review Meeting if required Document discretion if not progressing on welcome back to work discussion form Follow checklist for Informal Counselling Review meeting Line Manager to chair meeting 	 Review 12 months sickness history - if over target, consider reasons, use discretion, hold Initial Review Meeting Document discretion if not progressing on welcome back to work discussion form Follow checklist for Initial Review meeting Line Manager to chair meeting 	 Review 12 months sickness history - if over target, consider reasons, use discretion, hold Second Review Meeting Document discretion if not progressing on welcome back to work discussion form Follow checklist for Second Review meeting More senior manager to chair meeting 	 Review 12 months sickness history - if over target, consider reasons, use discretion, contact Workforce Advisory Service for advice on how to proceed. Document discretion if not progressing on welcome back to work discussion form For more information email <u>bfwh.workforcead</u> <u>visoryservice@nh</u> <u>s.net</u>
	If absent for <u>2</u> <u>episodes</u> or <u>5 days</u> – may trigger Initial Review meeting (Planned surgery or covid-19 will not be counted)	If absent for a further <u>1</u> <u>episode</u> and sickness is over target – may trigger Second Review meeting (Planned surgery or covid-19 will not be	If absent for a further <u>1</u> <u>episode</u> and sickness is over target –may trigger Final Formal Review meeting (Planned surgery or covid- 19 will not be counted)	Templates to support each step is available on the oneHR website <u>oneHR (bfwh.nhs.uk)</u>