Absence Flowchart

**Case Conference**

**Send AP6 letter**

**Hold Case Conference**

**Send AP6a letter**

Keep an ongoing record throughout absence periods on template AP1

Yes

Did the employee contact the manager directly to report their absence?

Have all reasonable supportive options been exhausted?

Send AP2 letter

No

Next No

Is the absence now resolved?

Yes steps

**Long Term Guidelines**

Send AP4 letter

Hold Wellbeing support Meeting

Send AP4a or AP4b letter & AP5 Action Plan

**Send AP3a letter**

**Hold Wellbeing support Meeting**

**Send AP3b letter & AP5 Action Plan**

Is the absence short or long term?

Likely to be Next steps  
 long term

Short Yes

Short-Term Guidelines

Yes

Is the absence a continuing cause for concern?

Send AP3 letter

Hold Wellbeing Support Meeting

Send AP3b letter & AP5 Action Plan

Yes

Is the absence a cause for concern?

Yes Next steps

No

No

Follow Return to Work Guidelines