

Absence Trigger	Stage	Further Information	Sanction
Trigger of 3 occasions in 6 months is met. or 20 days continuous absence or Concerns over patterns of absence	Review Meeting	<ul style="list-style-type: none"> To discuss the employee's attendance. Provide appropriate support Agree Attendance Improvement Plan (AIP). Set review period (up to 3 months). 	Review Period 3 Months
Trigger of 4 occasions in 12 months is met. or Absence remains a cause for concern. or Employee's attendance does not improve in accordance with requirements of Attendance Improvement Plan. or Absence exceeds 3 months continuous absence.	Stage 1	<ul style="list-style-type: none"> Would normally follow a review period. To make employee aware that attendance is below standard expected by Council. To encourage improvement in Attendance. 	Verbal Warning 6 months
Further episodes of absence Or Absence remains a cause for concern Or Employee's attendance does not improve in accordance with requirements of Attendance Improvement Plan. or Absence exceeds 6 months continuous absence.	Stage 2	<ul style="list-style-type: none"> To make employee aware that attendance is below standard expected by Council. To encourage improvement in Attendance. 	First Written Warning 12 months
Further episodes of absence Or Absence remains a cause for concern. Or Employee's attendance does not improve in accordance with requirements of Attendance Improvement Plan. or Absence exceeds 9 months continuous absence (Previously Serious Incapability Stage 1).	Stage 3	<ul style="list-style-type: none"> To make employee aware that attendance is below standard expected by Council. To encourage improvement in Attendance. 	Final Written Warning 12 Months
Further episodes of absence Or Absence remains a cause for concern. or Employee's attendance does not improve in accordance with requirements of Attendance Improvement Plan. or Twelve months continuous absence. (Previously Serious Incapability Stage 2).	Stage 4	<ul style="list-style-type: none"> Manager must evidence that all options to improve and sustain the employee's attendance have been explored and the employer has acted reasonably. Management case presented to justify dismissal recommendation 	Final Written Warning (Re-issued) Dismissal

NB: It is not within the spirit of the policy or in the Council's or employees' interest for formal action to be taken repeatedly taken to address an employees' level of attendance, only for further absence to occur once warnings have elapsed. In such cases, it may be reasonable to consider formal action at the next stage of the procedure.