

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

**NB:** It is not within the sprit 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.