**NHSScotland Workforce Attendance Policy**

**Steps that should be taken before moving to formal procedure**

This is a tool for the manager to check appropriate steps have been taken before moving to formal stages.

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| There has been regular and supportive contact with the employee throughout their absence(s), unless otherwise agreed. |  |
| Return to work meetings have taken place, using the standard return to work discussion format (electronic or [paper based](https://workforce.nhs.scot/supporting-documents/form/attendance-policy-return-to-work-form/)1 and have been recorded on the appropriate systems e.g. Electronic Employee Support System (eESS).  |  |
| Any medical advice from the Fit Note and / or professional advice from OHS have been discussed. |  |
| Any actions discussed and agreed at return to work meetings have been followed up / explored and there are records to support this.  |  |
| The employee has been made aware of their absence record, and has had an opportunity to discuss this.  |  |
| Expected levels of attendance have been agreed with the employee. |  |
| The employee is aware of the policy triggers to initiate supportive intervention.  |  |
| Any confirmed absences related to pregnancy, injury at work, medical exclusion or medical suspensions have not counted towards absence triggers.  |  |
| Any further agreed support mechanisms or reasonable adjustments to help the employee to achieve the agreed levels of attendance have been discussed, considered and implemented where practicable. |  |
| The employee has been given a reasonable timescale to achieve the agreed levels of attendance. |  |
| The employee is aware of the policy and process and that progress to formal stages may result in dismissal. |  |

**References**

1 Attendance Policy : return to work form

<https://workforce.nhs.scot/supporting-documents/form/attendance-policy-return-to-work-form/>