NHSScotland Workforce Attendance Policy: flowchart

This flowchart provides a summary and shows the order of the main steps in the policy process. It is designed to support the full content of the NHSScotland Workforce Attendance Policy.

Flowchart symbols and their meaning

- **Start/end**
  This shape represents the start and end point of a system or process. It usually contains the word 'Start' or 'End'. A flowchart generally has one start point but can have multiple endpoints.

- **Flow line**
  A line with an arrow shows the direction of the flow through the flowchart.

- **Process**
  Can represent a single step or multiple steps within a larger process on the flowchart.

- **Decision**
  Sometimes a decision is needed before moving on to the next step in the process. This shape asks a 'yes' or 'no' question. The answer determines which arrow you follow out of the decision shape.

- **Outgoing off-page connector**
  This shape shows where the process continues on another page of the flowchart document. Click this shape to go to the page.

- **Incoming off-page connector**
  This shape shows the page you are currently viewing.
Employee advises manager that they are unable to attend work

Supportive contact arrangement agreed by employee and manager

Employee likely to return to work within 28 days?

Yes

Return to work discussion

Action required?

No

End

Yes

Consider short term support

Implement short term support

Review short term support

Has short term support been successful?

Yes

End

No

Referral to Stage 1

Go to Page 3

Go to Page 3

Go to page 4
Meeting between employee and manager if appropriate

Consider referral to Occupational Health Service (OHS)

Consider appropriate support

Implement support

Review support

Was support successful?

Fit to return in reasonable timescale?

Implement OHS recommendations

Have recommendations been successful?

End

Yes

End

Yes

No

No

Referral to appropriate stage

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