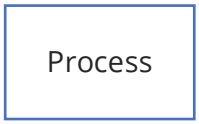
NHSScotland Workforce Attendance Policy : flowchart

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.

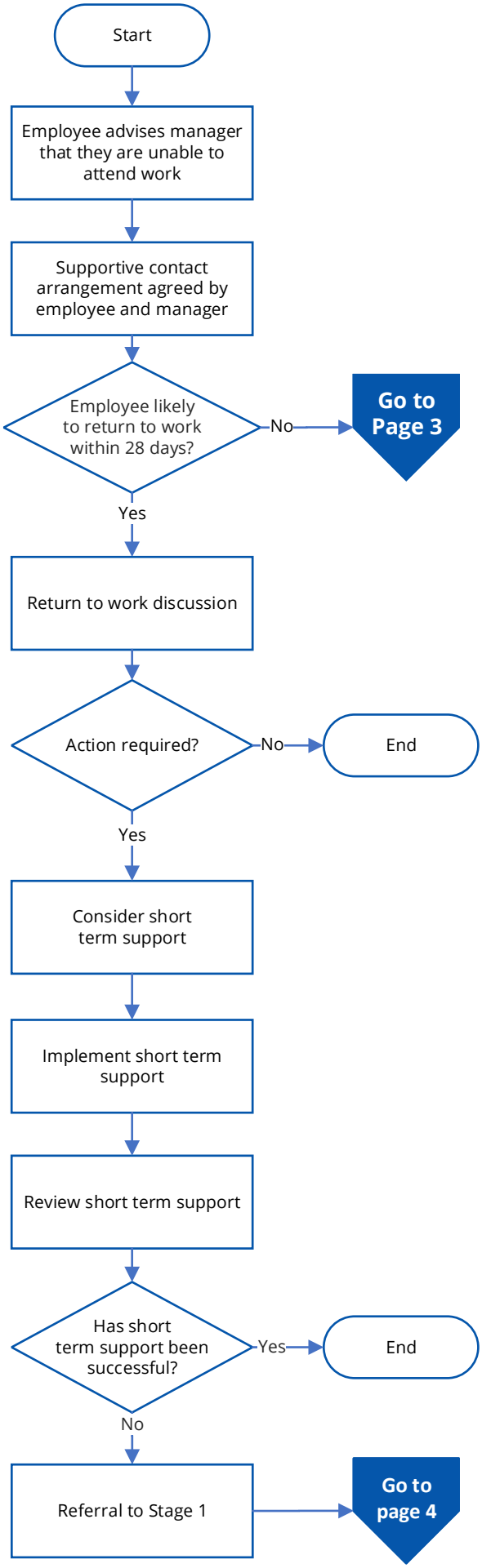


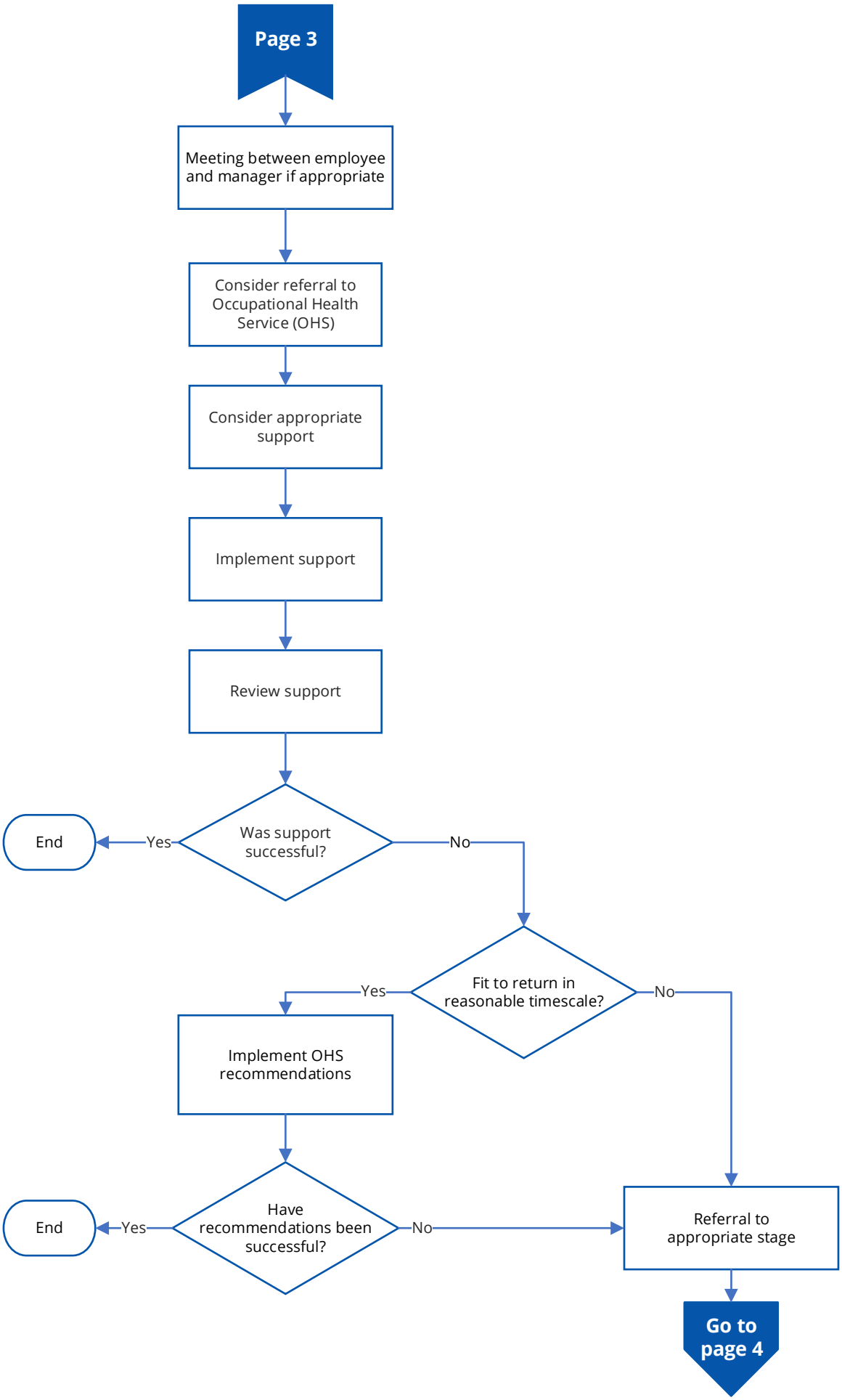
Process
Can represent a single step or multiple steps within a larger process on the flowchart.

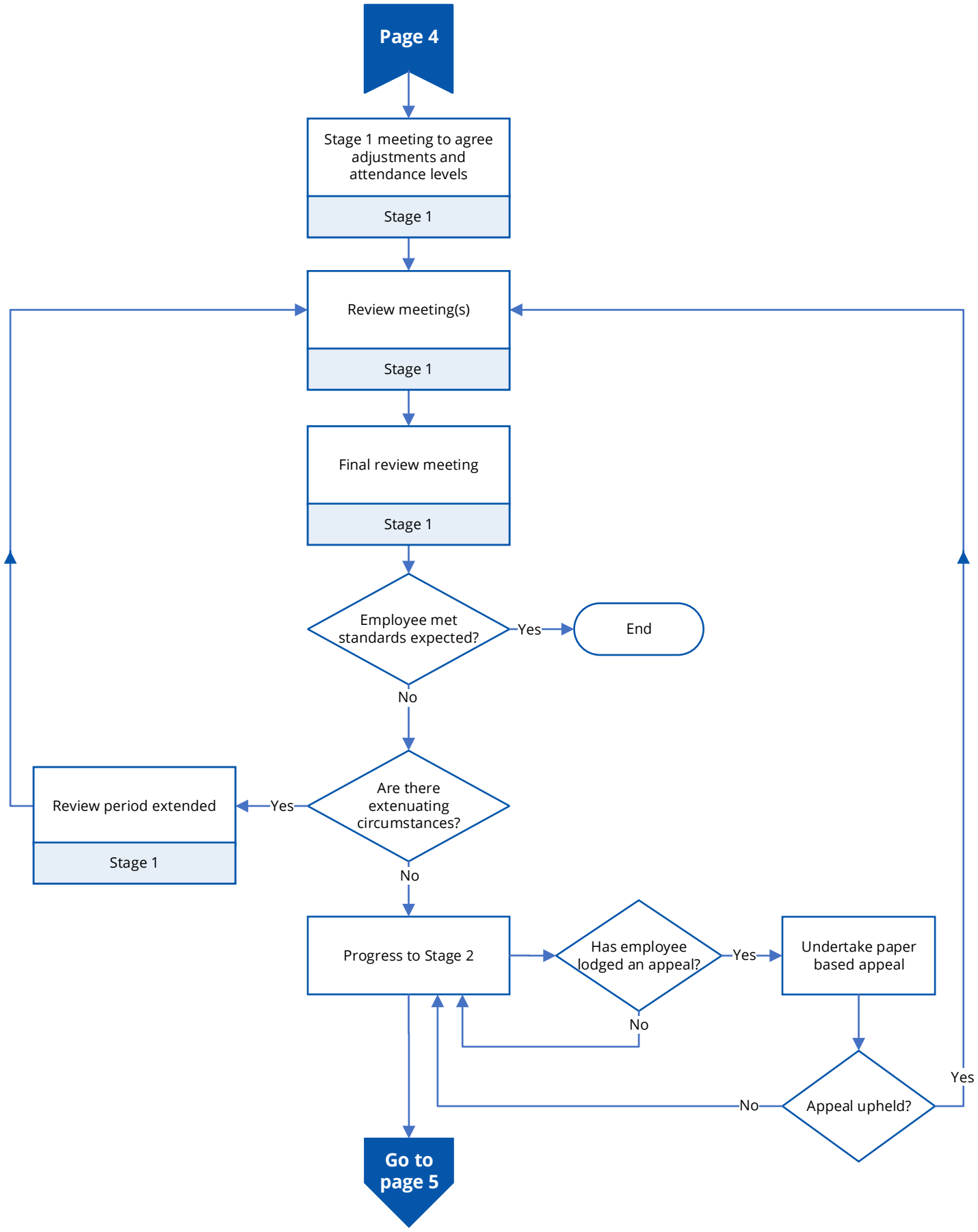
Decision
Sometimes a decision is needed before moving on to the next step in the process. This shape asks a 'yes' or 'no' question. The answer determines which arrow you follow out of the decision shape.

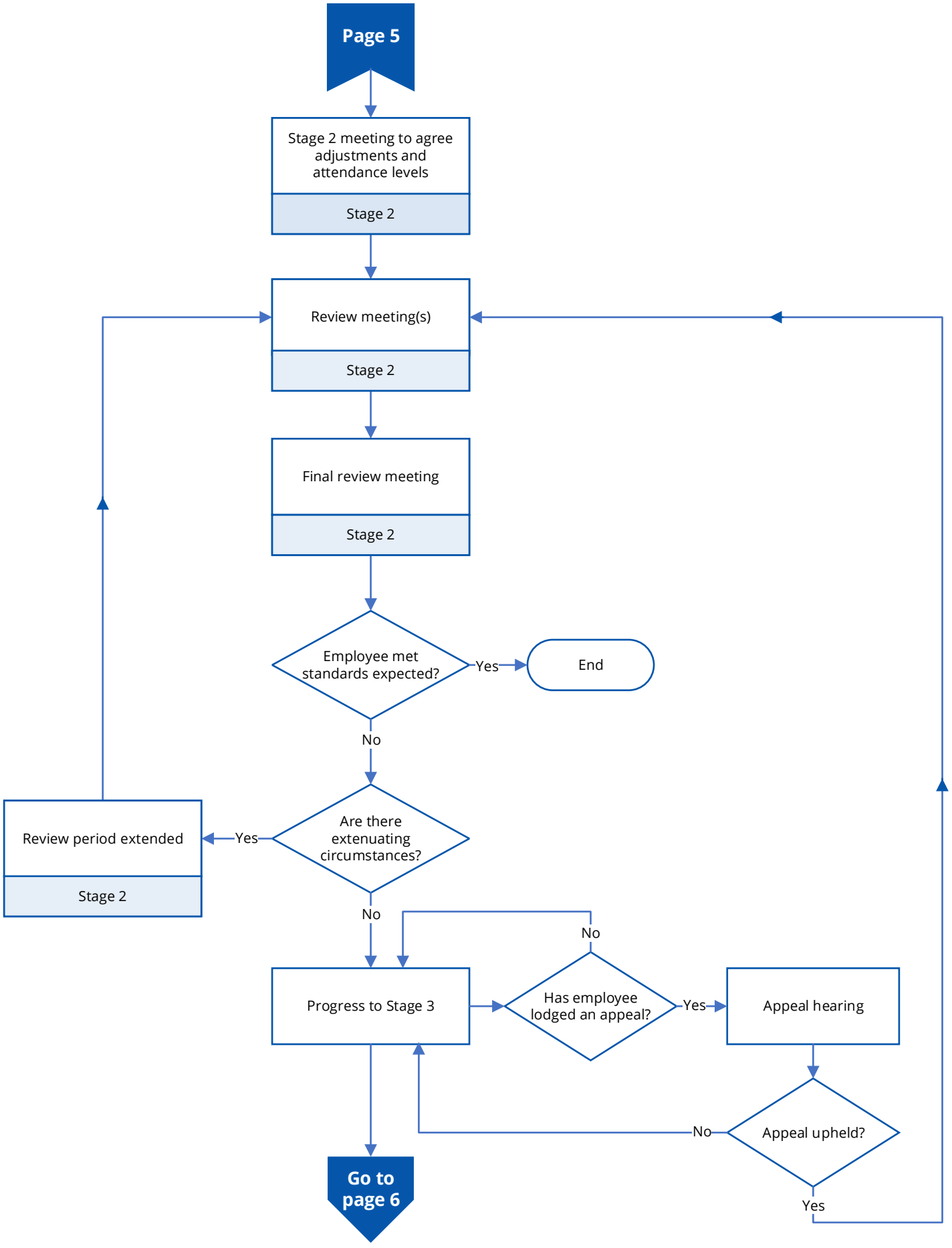
Outgoing off-page connector
This shape shows where the process continues on another page of the flowchart document. Click this shape to go to the page.

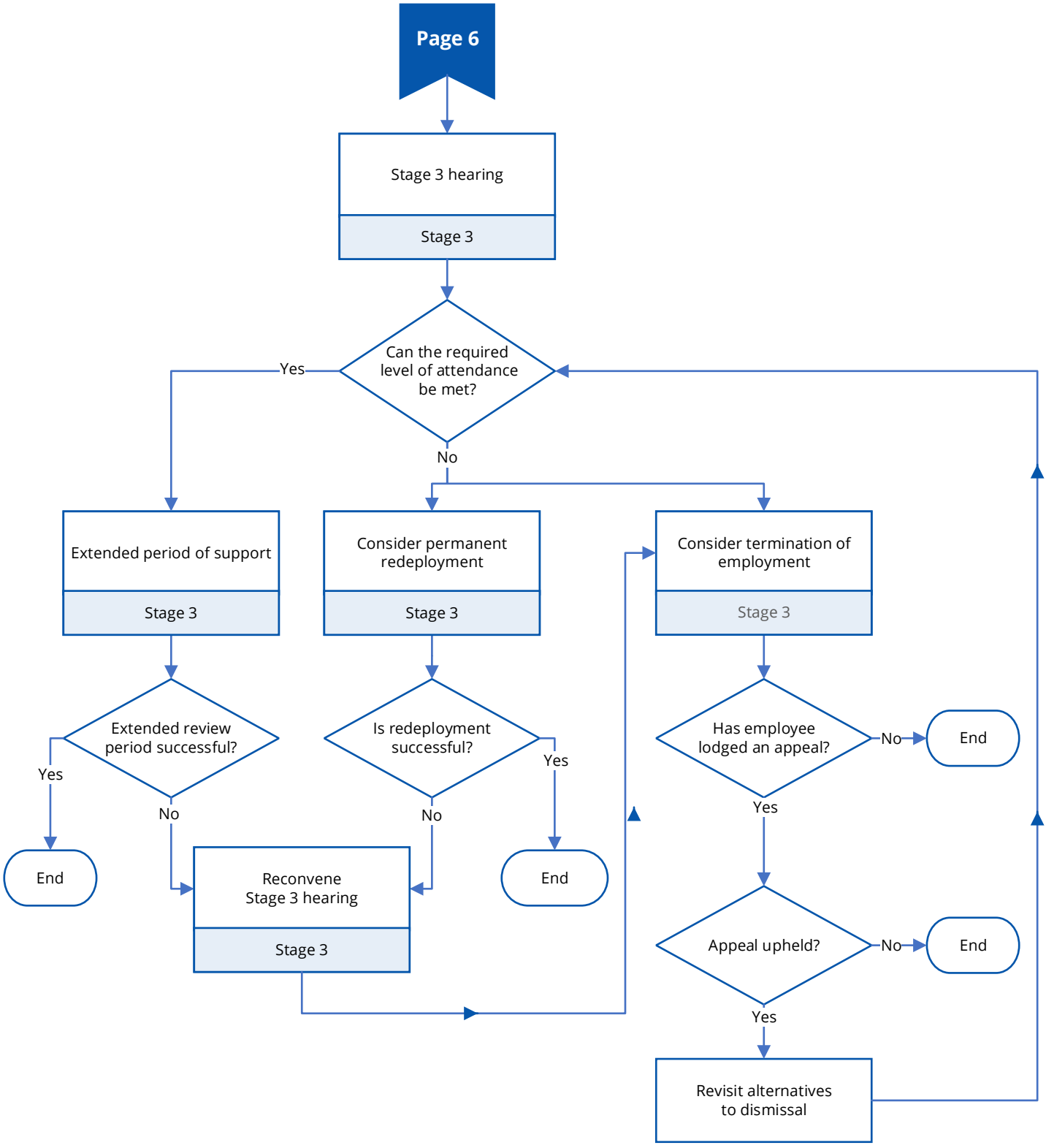
Incoming off-page connector
This shape shows the page you are currently viewing.


Start
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?
No
Go to Page 3
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 4


Page 3
Meeting between employee and manager if appropriate
Consider referral to Occupational Health Service (OHS)
Consider appropriate support
Implement support
Review support
Was support successful?
Yes
End
No
Fit to return in reasonable timescale?
Yes
No
Implement OHS recommendations
Have recommendations been successful?
Yes
End
No
Referral to appropriate stage
Go to page 4


Page 4
Stage 1 meeting to agree adjustments and attendance levels
Stage 1
Review meeting(s)
Stage 1
Final review meeting
Stage 1
Employee met standards expected?
Yes
End
No
Are there extenuating circumstances?
Yes
Review period extended
Stage 1
No
Progress to Stage 2
Has employee lodged an appeal?
Yes
Undertake paper based appeal
No
Appeal upheld?
No
Yes
Go to page 5


Page 5
Stage 2 meeting to agree adjustments and attendance levels
Stage 2
Review meeting(s)
Stage 2
Final review meeting
Stage 2
Employee met standards expected?
Yes
End
No
Are there extenuating circumstances?
Yes
Review period extended
Stage 2
No
Progress to Stage 3
No
Has employee lodged an appeal?
Yes
Appeal hearing
Appeal upheld?
No
Yes
Go to page 6


Page 6
Stage 3 hearing
Stage 3
Can the required level of attendance be met?
Yes
No
Extended period of support
Stage 3
Consider permanent redeployment
Stage 3
Consider termination of employment
Stage 3
Extended review period successful?
Yes
No
End
Is redeployment successful?
Yes
No
End
Has employee lodged an appeal?
No
End
Yes
Reconvene Stage 3 hearing
Stage 3
Appeal upheld?
No
End
Yes
Revisit alternatives to dismissal