

## Sample Meeting Script

We are meeting to discuss your attendance as I am concerned about the excessive time away from work. I'd like to try to work together to ensure you have all the necessary support to be at work on a regular basis.

When you started working with us you entered into an employment contract which means you are expected to be at work on a regular basis

As you can see, absences exceed the average of the unit. Absences have an impact on the quality of service we are able to provide as well as on the morale of the department and increased workload of others

I am concerned about you. Additionally, I am responsible as your supervisor to make you aware of any concerns about your ability to attend work on a regular basis

I want to meet with you to give you a chance to explain. Is there anything you would like to discuss with regards to your attendance?

How can I help you to be at work on a more regular basis? There are resources available for support, like EAP.

I am here to support and assist and I am confident you can improve your attendance (focus on positives)

I want to reinforce my expectation that you will make all efforts to fulfill your employment contract, which means meeting attendance standards.

We will continue to monitor your progress regarding your attendance.

In the near future, we will discuss your attendance record. If attendance has improved it will most likely be unnecessary to continue meeting. However, if there hasn't been improvement or if attendance becomes a concern again, then it's my responsibility as your supervisor to continue to monitor your attendance and meet with you to continue discussion.

Thank you for meeting with me, I know you can effectively manage your attendance in the future.