

Steps to follow when meeting with an Employee regarding their attendance

Before meeting with employee:

Assess individual circumstance

Review attendance records and compare with group average

Advise employee that you would like to meet to discuss attendance. Indicate its non disciplinary

Consult with LR, if required

Meeting with the employee:

Begin by explaining why meeting was scheduled

Explain that the meeting is about attendance, discussions are used to support employees who have excessive absenteeism

Advise that notes may be kept in their personnel file

The following topics should be discussed in a supportive tone:

- Share information collected regarding absences and concerns that result from such levels of absenteeism
- Reminder of contractual obligation to attend work
- Clearly communicate expectations regarding attendance (a rate of attendance required at or below comparator group level)
- Allow employee opportunity to explain. Ask if there is information they wish to provide that would assist in assessing their attendance
- Have an open discussion regarding a plan to assist employee in achieving more regular attendance, including a discussion around possible barriers to regular attendance
- Offer assistance where possible. Remind employee of available resources such as EAP
- Discuss what future expectations are
- At conclusion of meeting, advise that a follow up meeting will occur within a specific time frame to continue discussion and review process. Confirm meeting date
- Inform employee if satisfactory improvement is shown. May be determined if further meetings to discuss attendance is no longer needed
- NOTE: if a medical concern is raised by employee, advise that a request for further medical information may be required to determine prognosis for regular attendance and/or if there are any accommodations

After meeting:

Document the discussion. Consult with DCC (Disability Case Co-ordinator) if a medical concern was raised so that appropriate medical documentation can be requested

Prior to next meeting:

Assess whether there has been improvement in attendance to a satisfactory level (at or below comparator group average) and determine if more formal communication is needed