Flowchart 1: **General Sickness Absence Procedure**

The starting point for **all** sickness absence of employees.

This flowchart is designed for use with the HR Response Sickness Absence Policy.

HR *r*
HR *response*
from WRIGLEYS

Absence notification procedure followed by employee?

NO

Sickness Absence Policy applies
1. Self certification / fit note   2. Return to work interviews

Sickness review trigger level* reached?
(Further details in Sickness Review Policy)

YES → Follow
SICKNESS REVIEW PROCEDURE
See Flowchart 2

NO

Sickness absence resolved?

YES → Follow actions in
RETURN TO WORK INTERVIEW FORM
Consider sending Letter 1 from Sickness Review Procedure

NO | **NO** | **NO**

Inadequate explanation for absence?

NO →

Reluctance to meet or engage in any absence procedure?

Potential underlying condition present causing either
1. Frequent short term absences? or
2. Long term absence extending beyond 2 weeks?

YES | **YES** | **YES** | **NO**

Treat as potential
MISCONDUCT
See Disciplinary Policy

Treat as potential
LONG TERM SICKNESS ABSENCE
See Flowchart 3

Follow
SICKNESS REVIEW PROCEDURE
See Flowchart 2