

Formal Process

	Review of Bradford Score	Manager Accountabilities	Employee Responsibilities	Central/HR/OHU Support Available
Stage One Warning	<p>Score of at least 150</p>	<p>Consider normally discountable absences due to:</p> <ul style="list-style-type: none"> ▶ industrial injury ▶ maternity ▶ critical illness or disability. <p>Also part day and linked absence.</p> <ul style="list-style-type: none"> ▶ Arrange formal meeting ▶ Adhere to timescales ▶ Fully document any decisions ▶ Notify employee in writing ▶ Inform HR where a stage 1 is issued ▶ Arrange appeals 	<ul style="list-style-type: none"> ▶ Fully engage with the process. ▶ Provide a fit-note where not able to attend scheduled meetings. ▶ Arrange to be accompanied if required. ▶ Ensure up-to-date absence information is provided to manager. ▶ Submit appeal within 14 days. 	<p>Central/Human Resources</p> <ul style="list-style-type: none"> ▶ To provide policy and procedural guidance. <p>Occupational Health Unit</p> <ul style="list-style-type: none"> ▶ Undertake OHU referrals ▶ Provide management advice on medical conditions and reasonable adjustments. ▶ Obtain medical reports.
Stage Two Warning	<p>Stage 1 still live. Score is at least 150 plus 2 more absences or 1 absence of at least 10 days.</p> <p>2 Stage One's issued within last 2 years.</p>	<p>Stage Two is considered by a more senior manager, unless HT issued stage 1.</p> <p>Same as at Stage One, plus.....</p> <ul style="list-style-type: none"> ▶ Refer to OHU for medical advice as appropriate. ▶ Refer to CEO/HR for procedural advice. ▶ Make clear that dismissal will be considered at next stage. 	<p>Same as at Stage One, plus.....</p> <ul style="list-style-type: none"> ▶ Expand on any medical circumstances that need to be considered. ▶ Make known any absences that may be related to disability. 	<p>CEO/Human Resources</p> <ul style="list-style-type: none"> ▶ Check that all reasonable adjustments have been implemented. ▶ Support manager through process and at meetings. <p>Occupational Health Unit</p> <ul style="list-style-type: none"> ▶ Provide/obtain up to date medical information as required.
Stage Three Dismissal Consideration	<p>Stage 2 still live. Score is at least 150 plus 2 more absences or 1 absence of at least 10 days.</p> <p>Two Stage 2's issued within last 2 years.</p>	<p>Stage Three is considered by a more senior manager, unless HT issued stage 2.</p> <p>Same as at Stages One and Two, plus</p> <ul style="list-style-type: none"> ▶ Must obtain up to date medical advice on which to base decision ▶ Confirm to the employee that dismissal is being considered. 	<p>Same as at Stages One and Two, plus...</p> <ul style="list-style-type: none"> ▶ Provide consent to enable access to your most recent medical information. This will ensure that appropriate decisions are made. ▶ Arrange representation 	<p>CEO/Human Resources</p> <ul style="list-style-type: none"> ▶ Support and advise manager on options and risks. Arrange appropriate dismissal panel <p>Occupational Health Unit</p> <ul style="list-style-type: none"> ▶ Provide/obtain up to date medical information as required.