

**Formal Process**

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