# AP5 Wellbeing Absence Action Plan

Whether short and long-term absences are linked, they should be recorded on **one** Wellbeing Absence Action Plan per employee. This is to ensure a full chronology of their absence is recorded, including actions taken to support and improve their attendance. This will need to be reviewed each time an employee returns to work to identify any adjustments and/or change to required expectations. **A copy of this should be shared with the employee following the meeting**.

The granting of an ill health retirement pension (Pension Scheme members only) will only be considered once all support options for work reintegration and redeployment have been explored and exhausted.

Managers must arrange **Return to Work** meetings with employees following each absence, to assess the full circumstances and ensure all supportive options are in place to help employee’s maintain sustainable attendance thereafter.

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| **Date** | **Action set by (Full name):** | **Agreed attendance expectations, support and/or actions required** | **Review date** | **Outcome** |
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**Note to employee:** Upon receipt of your Wellbeing Absence Action Plan, if you need further clarification, do not agree with and/or want to add to the above attendance expectations, support and/or actions required, please contact your Line Manager as soon as possible.