



## Guide on Absenteeism Concern

### Recognition of absenteeism issue

- investigate issue
- collate information i.e. payroll reports
- verify information

### Acknowledge issue with employee

- informal meeting
- state the issue(s)
- invite letter to be given to employee

### Invite letter

- must give at least **24 hours** notice prior to meeting
- **recommend bringing support person**
- allegation and possible outcome of disciplinary action mentioned

### Meeting about absenteeism

- this is the issue - how it's impacting our business
- **listen and consider** the employees response
- adjourn to consider employees response

### DECISION

- deliver decision; file note, verbal or written warning
- outline the reasons why
- winclude an expiry date