

Attendance Standards – the trigger points

All employees (except triallists)

Attendance Review 1 Prompt	4 absences or 14 days in a 12 month period
Attendance Review 2 Prompt	2 absences or 10 days in the next 6 months following an attendance review 1 formal notification
Consideration of dismissal prompt	2 absences or 10 days in the next 6 months following an attendance review 2 formal notification

Triallists

Attendance Review 1 Prompt	2 absences or 7 days in a 6 month period
Attendance Review 2 Prompt	1 absence in the next 2 months following an attendance review 1 formal notification
Consideration of dismissal prompt	1 absence in the next 2 months following an attendance review 2 formal notification