Appendix C Absence Guidance Overview (2024/25 review)

Guidance Title	Notes
Absence Notification	Drafted
Unauthorised absence (AWOL)	Drafted
Reasonable Adjustment Policy	Drafted
Links to Short Term and Long Team Absence Management	Published already but will make prominent on the dedicated managing absence Medspace page
Supporting Mental Health: Practical Guidance	Drafted
Workplace Stress: Tips for Managing - Employee	In development
Managing Workplace Stress: Manager guide	In development
Supporting Resilience	Potentially an area to explore on how HR professionals and line managers can support resilience. Already a Meducate course in place regarding resilience and remote/home working which will be further communicated.
Update to absence related forms – return to work – reasonable adjustments record – absence without leave template letters	Drafted
Formal Absence Management Process	Cut from existing policy to be published as a stand-alone document for ease of accessibility and clarity.

Current training needs identified:

Training Title	Notes
Example of Absence training session	Training sessions from ACAS and Legal firms identified to benchmark content and identify good practice.
Completing a Return to Work	Completed
Reasonable Adjustments	In development
Occupational Health Referrals	In development
Phased returns	Completed
Supporting Mental Health at Work	Potential for external training.
Managing Long Term Absence	In development
Managing Short Term Absences	In development