

Formal Attendance Management Meeting Checklist

- **Prepare and Review Meeting documents**
 - Prepare attendance documents (i.e. calendars, spreadsheet etc) for each year that will be reviewed in the meeting. These should clearly indicate the dates for each absence and should be as up-to date as possible. You will provide copies to both the employee and the Union during the meeting.
 - Review question template - for meetings 2 – 4, edit the question templates to include the date and comments from the previous meeting.
 - Make note of any additional information you already have regarding absences (i.e. doctor's notes or information the employee may have shared informally or when calling in sick).

- **Schedule meeting**
 - Arrange for another Manager to join you or alternatively your HR Advisor
 - Arrange for a union representative
 - Notify employee of the meeting time, location and purpose

- **Prepare and issue follow-up letter**
 - Prepare draft letter using appropriate template
 - Forward the draft to your HR Advisor for review before issuing to employee. Ensure to include all back-up documents (calendars and meeting notes etc).
 - Once approved, issue to employee and distribute copies