

# Absence Management Flow Chart

## Work Day 1



### Employee Notification

Notify supervisor of absence, including expected return to work date (if known) and the reason for the absence. Follow internal instructions about notification (e.g. phone, email, text, etc.).



### Employer Action

Ensure all information is submitted by employee and document the absence.

#### Consider self-attestation form if...

- Employee is expected to be absent for 3+ days.
- Employee has a concerning pattern of absences.
- Employee has used up allotted sick days for year.

#### Consider return-to-work check-in if...

- Employee discloses injury or illness that might require a supported or graduated return.
- Employee is expected to be away for 10+ days.

## Work Days 2–5



### Employee Provides Updates

Employees have a duty to keep their supervisor updated on any changes to their absence including their date of return.



### Employer Action

- Document any changes to absence
- Request self-attestation form if needed (as per above)
- Consider return-to-work check-in if appropriate (as per above).
- If closer monitoring of the absence is needed, consider requesting other documentation (but not a sick note), and/or consider having the employee call in daily with updates.

## Work Days 6–10



### Employee Provides Updates

Keep supervisor updated on any changes, respond to supervisor inquiries in a timely way.



### Employer Action

- Document any changes.
- Consider if any of the actions above are necessary.

## Work Days 11+



### Employee Provides Updates

Keep supervisor updated on any changes, respond to supervisor inquiries in a timely way.



### Employer Action

- Document any changes.
- Assess if the illness or injury will require a longer absence, encouraging employee to seek medical assessment, if appropriate, to understand if a return-to-work plan will be needed and/or an accommodation.
- Discuss support options (EAP, community resources, HR policies for longer medical leaves, etc.)