



Stages and Levels FAQ – Host

Do Lead Employer conduct stages meetings?
No as per the attendance management policy the immediate line manager will complete the Stage 1 meeting.
What paperwork is it I need to complete?
The forms completed will now be attached to the email sent directly to the host. Lead Employer are currently underway to uploading all paperwork onto our website.
The trainee did not have the absences during their time here, do I need to complete this meeting?
Whilst we appreciate that the sicknesses may not have happened during their time within your organisation, as their new immediate manager we do ask that you carry out the meeting with the trainee for yourselves to be able to recognise any support needed for the trainee and to prevent further sickness episodes.
Is Covid 19 counted towards a trainee's absence?
Yes. As of September 2022, Covid 19 is now counted towards an absence trigger.
I do not feel the meeting is necessary do I still need to complete this?
Unless there are very significant mitigating circumstances a Stages/Levels meeting will always be necessary in line with the Attendance Management Policy should you have any further queries in this regard this must be discussed with HR in the first instance.
The absences were pregnancy related do they still count towards a trigger?
Pregnancy related absences will not contribute towards the absence triggers at any stage of the procedure for Short Term Absence with No Underlying Medical Reason. For example, if a pregnant employee is off with flu, then that is not pregnancy related, however morning sickness or any other conditions certified by a medical certificate as being pregnancy related should be excluded.
Do we follow our local policy or the Lead Employer attendance management policy?
You will follow any guidance from the Lead Employer Policies and not any local policies within your organisation
When does the meeting need to be completed?
We ask if the meeting is conducted 4-6 weeks after receiving the email from Absence Support Team.