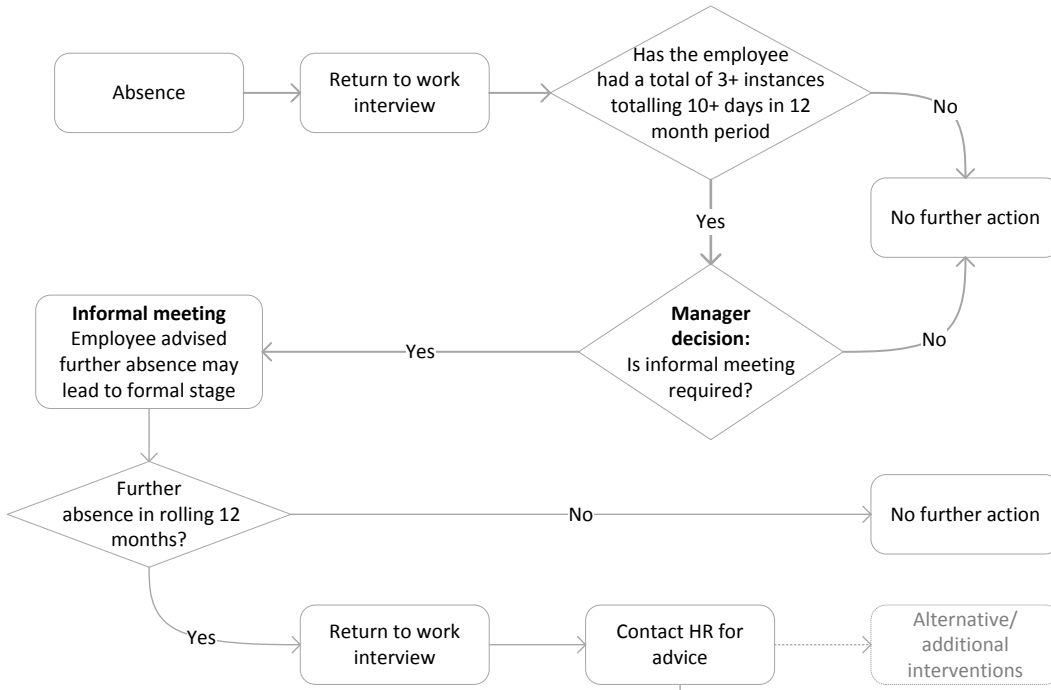


MANAGEMENT OF SHORT-TERM SICKNESS ABSENCE

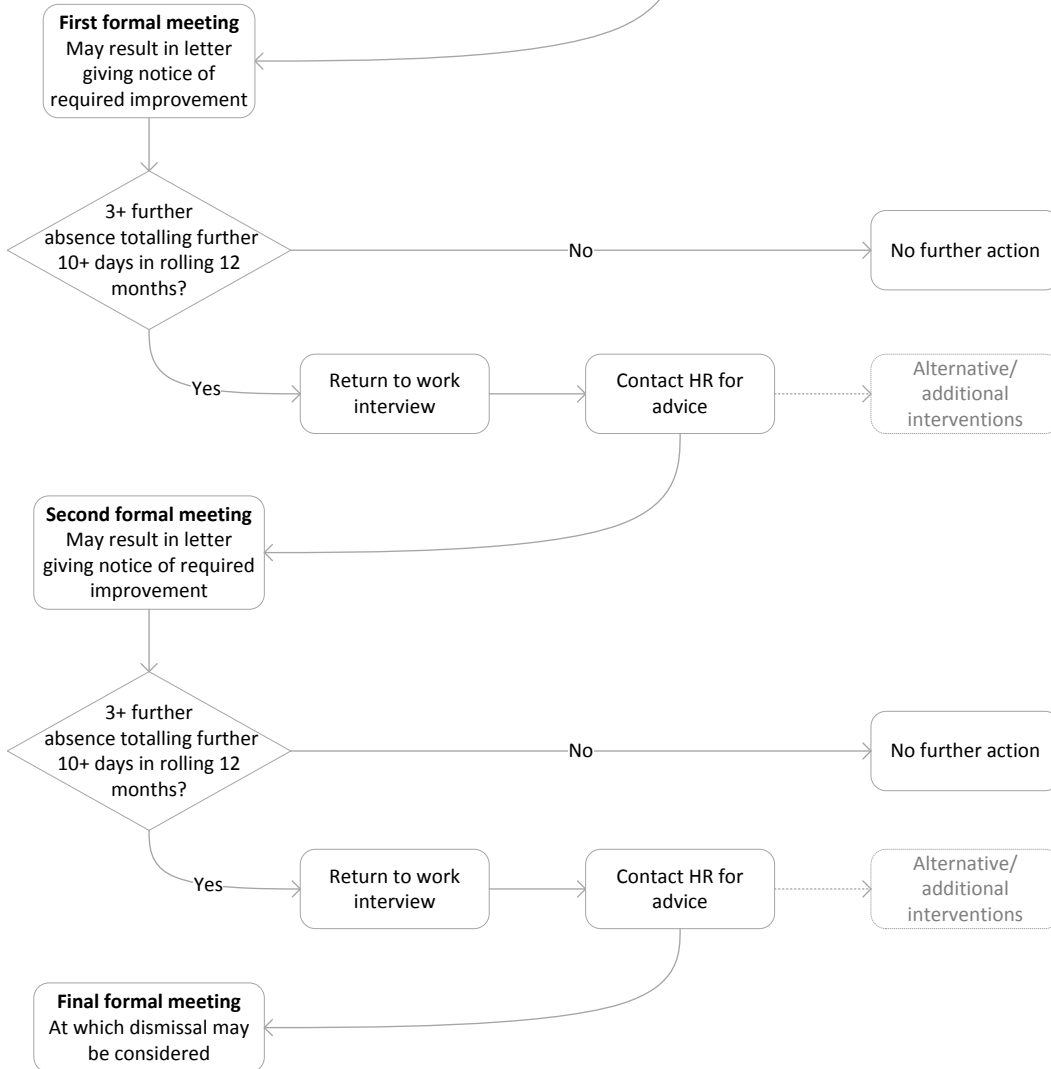
INDICATIVE ABSENCE LEVEL

Informal stage



Individual is approaching or has had 10 days of short-term absence in the 12 month period

Formal stage



Individual has now had 10 or more days absence in the 12 month period

Individual has now had 20 or more days absence in the 12 month period

Individual has now had 30 or more days absence in the 12 month period