**Appendix 10**

**Wellbeing & Sickness Absence Action Plan**

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| --- | --- | --- | --- |
| **Name of Employee:** |  | **Name of Manager:** |  |

**Please use this template to record details of any actions agreed to support the employee in achieving satisfactory attendance. These may be actions either the employee or the manager.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| What action is required? | How will this assist the employee in achieving and maintaining satisfactory attendance levels? | Who is responsible for the action? (eg. employee, manager) | When will the action be completed? | Additional Comments / Follow Up |
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