

## Absence and Grievances during Disciplinary

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**Learning outcomes:**

Know how to handle absences and grievances that may arise during a disciplinary process.

**What you will need:**

Handout 11 – Sickness scenario (Renata)

Handout 8 – Possible hearing outcomes

Handout 12 – Summary of tribunal case and appeal

**Content and suggested timings:**

Introduction	5 mins
Sickness absence	10 mins
Grievances	5 mins
Summary	10 mins
<b>Total duration:</b>	<b>½ hour</b>

### Introduction

Dealing with employees going through disciplinary action is complex even when everything goes smoothly. Unfortunately, with modern access to information, employees all too often will know their employment rights, the system and how to work it to their best advantage.

This is a half hour session to look at two of the biggest curve balls that employees can throw during serious disciplinary issues.

In this module we will cover how to deal with sickness absence during disciplinarys and what to do if the employee raises a grievance whilst you are working through the disciplinary process with them.

**PLEASE NOTE:** This is a one-page sample only. If you would like to download a full one-hour module and you are a new customer, then email us: [help@trainingwizard.co.uk](mailto:help@trainingwizard.co.uk) and we will provide you with a discount code so you can download any module for £5+VAT.