Employment process Flowcharts (Appendix Y.1 – Y.9)

This document contains:

Appendix Y.1 Recruitment Flowchart
Appendix Y.2 New Starter Flowchart
Appendix Y.3 Grievance Flowchart
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Appendix Y.2 New Starter Flowchart

1. Prepare and send out contract of employment
   - Appendix I

2. Complete new start form on Day 1
   - Appendix J

3. Complete induction checklist on Day 1
   - Appendix E

   - Appendix L-U
Appendix Y.3 Grievance Flowchart

Grievance is raised

Refer to grievance Policy

Appendix L

Invite employee to grievance hearing

Appendix X.6

Hold grievance hearing
Decide outcome

Issue outcome letter

Appendix X.7

Remember right to appeal
Appendix Y.4 Appeal Process Flowchart

1. Appeal is raised
2. Issue acknowledgement letter
3. Hold Appeal Hearing
4. Issue outcome of appeal letter

Refer to Grievance Policy
Appendix L

Refer to Capability Policy
Appendix N

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Employee returns to work

- Invite employee to return to work meeting
  *Appendix X.15*

Hold a meeting to discuss absence

- Send letter confirming outcome of meeting to discuss long term absence.
  *Appendix X.16*

- Confirm absence may lead to termination

- Issue letter terminating employment
  *Appendix X.17*
Appendix Y.6 Maternity Leave Flowchart

Employee notifies Organisation of pregnancy

Hold an informal meeting to explain procedures

Refer to Parental Leave Policy

Appendix Q

Employee completes maternity/paternity/adoption leave form no later that the end of the 15th week before EWC

Appendix X.18

Complete risk assessment form for new and expectant mothers

Appendix X.19

If risk identified, issue letter inviting employee to risk assessment meeting

Appendix X.19

Employee must provide form MATB1 on or around their 20th week of confinement

Employee in post > 26 weeks by the 5th week before the EWC

Yes

No

Issue letter responding

Appendix X.21

Amend letter accordingly
Employee becomes absent for a pregnancy related reason close to fourth week before her EWC

Issue absent for pregnancy related reason letter
Appendix X.22

Employee gives birth earlier than start date of maternity leave

Issue letter
Appendix X.24

Employee absent wholly or partly because of pregnancy at anytime after start of 4th week

Issue letter
Appendix X.23

Arrange to keep in touch with employee

Employee requests to return to work early following maternity

Issue return to work form
Appendix X.26

Employee does not wish to return to work following maternity

Issue form
Appendix X.24

Employee requests to return to work on part time hours

Issue letter
Appendix X.24
Refer to Appendix T
Appendix Y.7 Parental Leave Flowchart

Parental leave requested

Hold an informal meeting to explain procedures

Refer to Parental Leave Policy
Appendix Q

Employee completes parental leave form
Appendix X.31

Employee in post < one year and has a child under 5 or disabled child under 18

Employee in post > one year and has a child under 5 or disabled child under 18

Employee in post > 26 weeks by the 14th week before EWC?

Employee in post < 26 weeks by the 14th week before EWC?

Employee's partner returned to work from start maternity leave > 20 weeks passed since the birth date?

Not entitled to parental leave

Issue letter explaining right to parental leave
Appendix X.31

Employee completes maternity/paternity leave form
Appendix X.18

Issue letter accepting parental leave request
Appendix X.28

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Appendix Y.8 Adoption Leave Flowchart

Adoption leave requested

Hold an informal meeting to explain procedures

Refer to Parental Leave Policy

Appendix Q

Issue Adoption leave form

Appendix X.18

Employee in post < 26 weeks

Not entitled to adoption leave

Meet with employee and discuss alternative

Employee in post > 26 weeks

Issue letter requesting an employee to provide evidence of eligibility for adoption leave

Appendix X.29

Issue letter of confirmation of adoption leave

Appendix X.30

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Appendix Y.9 Flexible Working Flowchart

Employee requests flexible working

Refer to Flexible Working Policy Policy
Appendix T

Issue employee flexible working form
Appendix X.33

Note date of receiving X.33
Consider request within 28 days

Request not approved

Meet with employee, explain reasons for rejection and discuss alternative solutions

Request approved

Issue letter confirming change to hours
Appendix X.34

If request is for home working, employee completes home working form
Appendix X.35

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