**Documented Discussion**

**Name – {agentName}**

**Date – {today}**

**Reason for discussion** (*Give a detailed explanation of the reason for DD)*

{count} instances of {type} in the last {days} days

**Evidence for discussion** (*Include all available evidence – stats etc)*

**{#isSick}**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Number of Spells** | **Start of Absence** | **End of Absence** | **Reason given** | **Number of Days Absent** | **Cumulative Days Absent** | **Bradford Factor Score** |
| {#details}{rollingSpells} | {startDate} | {endDate} | {reason} | {duration} | {rollingDays} | {score}{/details} |

**{/isSick}**

**{#isLate}**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Lateness** | **Stage of day** | **Minutes late** | **Cumulative Instances Late** |
| {#details}{inputDate} | {dayPart} | {minutesLate} | {rollingDays}{/details} |

**{/isLate}**

**{#isNoShow}**

|  |  |
| --- | --- |
| **Date** | **Cumulative Instances** |
| {#details}{inputDate} | {rollingDays}{/details} |

**{/isNoShow}**

**Solution/Future actions** (*Include all further actions including measurable targets etc)*

**Interviewer comments** *(Allow the interviewer to input any comments or requests for further help)*

**Name .................................................. *(Employee)***

**Signed.................................................**

**Date.....................................................**

**Name: {tlName}**

***(Team Leader)***

**Signed.................................................**

**Date.....................................................**

**CONFIDENTIAL**