**Model Letter – Inviting Employee to 1st Formal Sickness Absence Meeting**

**To be amended as required**

Date

Name

Address

Dear

**Re: 1st Formal Sickness Absence Meeting under the** **Attendance Management Policy and Procedure**

Further to the guidance meeting carried out on [date of meeting] and confirmed in writing dated [date], I am writing to advise that despite the guidance you received, I am still concerned by your level of sickness absence in accordance with the requirements of your role.

[For sickness absence: insert absence record and reasons as applicable].

I would therefore request that you attend a 1st Formal Sickness Absence Meeting with [me or name of manager] to discuss these concerns further. The meeting will take place on [date] at [time] in [location]. I will chair the meeting.

I enclose relevant paperwork in relation to your sickness absence.

You should be aware that the outcome of this 1st Formal Sickness Absence Meeting could result in you being issued with a First Warning in accordance with the Attendance Management Policy and Procedure.

If you are issued with a First Warning, you will have further opportunities to improve your sickness absence record however, if there is no improvement and further formal action becomes necessary, you could be issued with a Final Warning or eventually dismissal from the school’s employment on the grounds of Sickness Absence.

You are entitled to be represented by your trade union or work colleague at this Meeting and I have attached a copy of this letter with enclosures for you to forward to them, if necessary. I would be grateful if you can notify me of their name in advance of the meeting.

I would be grateful if you can confirm whether you are able to attend this meeting and whether you need any special arrangements to assist you to do this. If you are not well enough to attend the meeting, I may wish to visit you at home and would therefore be grateful if you can advise if this is acceptable to you.

I appreciate this may be a difficult time for you. You can access School’s 24 hour Employee Assistance Programme for completely independent confidential support and advice, by telephoning [company details and telephone to be inserted including website details and access advice]

I have enclosed a copy of the Attendance Management Policy and Procedure for your information.

Yours sincerely

Enclosures