**Model Letter – Inviting Employee to 2nd or 3rd Formal Sickness Absence Meeting**

***To be amended as required***

Date

Name

Address

Dear

**Re: 2nd or 3rd Formal Sickness Absence Meeting under the Attendance Management Policy and Procedure**

Further to your [*1st or 2nd*] Sickness Absence Meeting carried out on [*date of meeting*], I expressed my concerns regarding your sickness absence record and as a result I issued you with a [*First or Final] Warning* under the Attendance Management Policy and Procedure.

At the [*1st or 2nd*] Sickness Absence Meeting, a Review Period was set and this has now come to an end. I now need to meet with you to discuss your sickness absence during that period and determine what, if any, further action is necessary.

A [*2nd or 3rd*] Formal Sickness Absence Meeting has been arranged in accordance with the Attednance Management Policy and Procedure to take place on [*date*] at [*time*] in [*location]*. [Name and Job title] will Chair the Meeting.

I enclose relevant paperwork relating to your *sickness absence*.

**Paragraphs for a 2nd Formal Sickness Absence Meeting**

You should be aware that this 2nd Formal Sickness Absence Meeting could result in a Final Warning being issued to you in accordance with the Attendance Management Policy and Procedure.

If a Final Warning is issued, you will have a further opportunity to improve your sickness absence, however, if there is no improvement and further action becomes necessary you could be dismissed from the school’s employment on the grounds of Sickness Absence in accordance with the Attendance Management Policy and Procedure.

**Paragraphs for a 3rd Formal Sickness Absence Meeting**

You should be aware that this 3rd Formal Sickness Absence Meeting could result in your dismissal from the school’s employment on the grounds of Sickness Absence in accordance with the Attendance Management Policy and Procedure.

**General Paragraphs**

You are entitled to have your trade union representative or work colleague with you 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 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 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 this 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 have enclosed a copy of the Attendance Management Policy and Procedure for your information.

Yours sincerely

Enclosures