THIS IS A TEMPLATE LETTER – PLEASE AMEND IT AS NECESSARY TO SUIT THE SITUATION

Please transfer to the school headed paper.

**Name**

**Recipient’s address here**

Date

Dear XXX,

**Invite to Stage 1 Formal Sickness Meeting**

As you have reached a sickness absence trigger under the School’s Sickness Absence Management Policy and Procedure, I am writing to invite you to attend a Stage 1 formal sickness meeting to discuss your absence. The meeting will take place with me on [insert date and time of meeting]. This meeting will be held at [insert location], or [insert link to Microsoft Teams].

In accordance with the policy, a Stage 1 review is triggered when an employee has:

• 10 working days of sickness absence in any 12-month period or

• 3 periods of sickness absence in any 3-month period, or

• a pattern of sickness absence (e.g. Fridays and Mondays)

• or has been continuously absent for 20 days or more.

The purpose of the meeting is to review the details and reasons for your sickness absence from [insert date] to [insert date], consider any further reasonable adjustments that I can consider, referral to OHS, set future triggers under the procedure, and decide whether any further action is required.

You are entitled to be accompanied by either a work colleague or trade union representative at the meeting. I would be grateful if you can notify me of their name in advance of the meeting.

[If you wish to have a companion with you at the remote meeting, please inform them in advance and let me know so they can be added to the invitation.]

Kindly let me know at your earliest convenience if any adjustments are required to facilitate your attendance.

You can access the School’s 24-hour Employee Assistance Programme for completely independent confidential support and advice, by telephoning [insert the company details] on [insert telephone number].

I enclose a copy of the Sickness Absence Management Policy and Procedure.

Yours sincerely

First Name and Surname

**Job Title**

Name of School