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

Please transfer to the school headed paper.

**Recipient’s address here**

Date

Dear xxx,

**Invite to Stage 3 Formal Sickness Hearing**

I am writing to invite you to a formal Stage 3 meeting under the Sickness Absence Management Policy and Procedure, a copy of which I attach.

This meeting has been arranged because [you have had a (insert periods of absence and triggers breached at Stage 2).]

The hearing will take place at [time] on [date] [at [location] / remotely via Teams]. [Name of Governor] will chair the meeting and will be supported by two other governors. (insert name of HR Lead) will be the HR Advisor to the panel, and the Director of Education will be present, and (insert name) will take minutes of the meeting. I will be presenting the management case.

During the previous stages of the sickness absence management procedure, I have discussed with you the likely length of your ongoing absence and whether any steps can be taken to assist you in returning to work (such as a phased return, amended job duties, altered hours of work, workplace adaptations or temporary or permanent redeployment, ill health retirement). We are now at the final stage of the procedure. The Stage 3 meeting will be an opportunity to consider these matters and any other relevant points.

[Enclosed is the management document with all the relevant information OR a copy of the management document will be shared with you no later than 3 working days prior to the hearing date.]

As this is the 3rd stage of the procedure, it is possible that an outcome of the meeting will be dismissal from the School and Council’s service. [The meeting will include discussion of the recent medical/occupational health report dated [date], which [I enclose/you have previously received] and your current medical condition.

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 let me know in advance and I will add them to the meeting invite.]

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

I appreciate this may be a difficult time for you. 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 for your information together with documents relating to your sickness absence.

Yours sincerely

First Name and Surname

**Job Title**

Name of School