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,

**Outcome of Stage 1 Formal Sickness Meeting**

I am writing to confirm the outcome of your Stage 1 formal sickness meeting held on (DATE). I chaired the meeting, and you were accompanied by (name of trade union or work colleague if applicable). [name of HR lead] was also in attendance.

The purpose of the meeting was to discuss your current level of sickness absence and any support I can provide to assist you in (returning to work OR work). Your sickness absence record is as follows:

|  |  |
| --- | --- |
| **Sickness Dates** | **Reasons for sickness** |
| Dates | Reasons |
| Dates | Reasons |

We discussed (please include here all the key points of what was discussed).

We discussed the possibility of any reasonable adjustments being made to your job to enable you to return to work / your OHS report and recommendations. Having considered any reasonable adjustments that can be made, I will support you by [insert agreed reasonable adjustments - for example changes in working time, phased return, reduced or changed duties or working from home etc. (and if temporary the duration, which may be until any review meeting)].

OR

I adjourned the meeting to obtain an OHS report on your condition, with your consent, and subsequently reconvene the meeting to discuss the findings of the report. [Insert details of any discussion or follow-up actions required (review of stage 1 meeting) while considering other options e.g. ill-health retirement.]

We agreed that in addition to the normal sickness absence notification procedures, [insert agreed method of communication and frequency] to update me on your progress.

At the meeting the following triggers for sickness absence have been set [only if there is no review meeting of stage 1 required] [list the schools triggers or any adjustments made to the school’s triggers based on the medical evidence].

You will be expected to return to work on (date) or at the end of your current Fit note, which expires on (Date of fit note expiry).

If you do not return to work at the specified date or the triggers {or the adjusted triggers} are breached during the 12-month monitoring period, your sickness will be progressed to a Stage 2 formal meeting.

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.

Yours sincerely

First Name and Surname

**Job Title**

Name of School