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 2 Formal Sickness Meeting**

I am writing to confirm the outcome of your Stage 2 formal meeting held on (DATE). I chaired the meeting, and you were accompanied by (name of TU or colleague if relevant). [name of HR lead] was also in attendance.

Your sickness absence record is as follows:

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

We discussed your sickness absence to date (add key points of what was discussed here).

At the meeting we also discussed the possibility of [further] reasonable adjustments being made to enable you to return to work. Having considered the matter at the [meeting/meetings], I agreed to support you by [insert agreed changes - for example changes in working time, reduced or changed duties or working from home (and if temporary state their duration, which may be until any review meeting).

Or

I adjourned the meeting to obtain [a/another] medical report on your condition, with your consent, and subsequently reconvene the meeting on to discuss the findings of the report. [Insert details of any discussion or follow-up actions required (review of stage 2 meeting) while considering other options or awaiting consultant report]

At the meeting, the following triggers for sickness absence have been set (only if there is no review meeting of stage 2 required). [list the school’s triggers or any reasonable 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 applicable)].

If you do not return to work at the specified date or school triggers (or the adjusted triggers) are breached during the 12-month monitoring period, your sickness will be progressed to a Stage 3 formal meeting.

At Stage 3 of the Sickness Absence Management Policy Procedure, one possible outcome is your dismissal on the grounds of ill health.

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