Our Ref: <<Managers initial>>
Your Ref: <<Employee Number>>
Contact: <<Line Manager Name>>
Tel:
E-mail:
Date:

NORTH LANARKSHIRE COUNCIL
COMHAIRLE SIORRACHD LANNRAIG A TUATH

Service Details
Name
Job Title
Job Title Second Line
Address Line 1
Address Line 2
Address Line 2
www.northlanarkshire.gov.uk

Private and Confidential
«Name»
«Address1»
«Address2»
«Address3»

Dear <<Name>>

ATTENDANCE SUPPORT MEETING INVITE

I refer to our recent discussions in relation to your most recent / current absence(s) and would like to meet with you to gain a further update on your health and discuss any support measures that can be put in place to help you. In this regard I request that you attend an Attendance Support Meeting in line with the Teachers Managing Absence Policy (F8).
The details of the meeting are listed below.

Location   : <<INSERT LOCATION DETAILS>>
Date   : <<INSERT DATE>>
Time   : <<INSERT TIME>>

Delete as appropriate Teams Call - An invite will be sent to your calendar with a link to join the meeting at the allocated time/ Conference Call - Please make yourself available at the allocated time as you will be called on the personal number you have provided.

Please note that recording of this meeting is strictly prohibited unless by mutual consent of both parties. Any covert recording of this meeting will not be considered as part of any future Council proceedings.

The meeting will also discuss your absence record/ possible adjustments/OH referral/OH report **[delete/add as appropriate]**. This meeting is intended to ensure that the facts relating to your occasions of absence are clearly understood and that you receive appropriate management interventions, including support to improve your attendance levels where appropriate. The meeting will outline any further action that may be taken.

It is important that you make yourself available to attend this meeting. However, should you be unavailable at this date and/or time, or you require further information/support please contact me on INSERT CONTACT NUMBER to discuss further.

Yours sincerely

disability confident LEADER

LIVE
LEARN
WORK
INVEST
VISIT

<<LINE MANAGER NAME>>
<<JOB TITLE>>