

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



Private and Confidential

«JointName»
«Address1»
«TenancyCorrAddress2»
«TenancyCorrAddress3»
«TenancyCorrAddress4»
«TenancyCorrAddress5»
«TenancyCorrAddress6»

Service Details

Name
Job Title
Job Title Second Line
Address Line 1
Address Line 2
Address Line 3
www.northlanarkshire.gov.uk

Dear «JointTitle» «JointSurname»

Stage 1 Formal Attendance Review Meeting – Invite – Long Term (F8)

JOB TITLE: <<INSERT JOB TITLE>>

I refer to your current absence from work which began on _____ due to _____. In this connection you are required to attend a Stage 1 Formal Attendance Review meeting to discuss your absence in more detail. 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.

This meeting is being held as your current absence has reached a trigger point, a continuous absence which has reached between 8 to 12 working weeks.

This meeting has been convened in line with the Teachers Managing Absence Policy (F8) and is intended to ensure that the facts relating to your absence are clearly understood and that you receive appropriate management interventions, including support to help facilitate a return to work. The meeting will outline any further action that may be taken.

You are entitled to be accompanied at this meeting by a trade union representative (this does not need to be a NLC TU representative), a colleague, or an official employed by a trade union. Section 2.8 of the Teachers Managing Absence Policy (F8) provides further information on when you can be accompanied by someone other than the above and in what capacity they can support you in.



I would be grateful if you could notify me in advance of the meeting who will be accompanying you and in what capacity. Please also let me know before the meeting if you require me to make any special arrangements to enable you to attend the meeting.

A copy of the Teachers Managing Absence Policy (F8) is available on MyNL.

Finally, please confirm your attendance at this meeting by contacting <<INSERT NAME>> by telephone on <<INSERT TELEPHONE NUMBER>>, upon receipt of this letter. If you are unable to attend, please contact me as soon as possible to discuss your reasons and to arrange another meeting.

Yours sincerely

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