

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



Service Details

Name
Job Title
Job Title Second Line
Address Line 1
Address Line 2
Address Line 3
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Private and Confidential

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

Dear «JointTitle» «JointSurname»

OUTCOME OF STAGE 1 FORMAL ATTENDANCE REVIEW MEETING – LONG TERM (F8)

JOB TITLE: <<INSERT JOB TITLE>>

I refer to the Stage 1 Formal Attendance Review Meeting held on **(insert date)**. This meeting was conducted by telephone/video conferencing/was held at **(insert location) (delete as appropriate)**. You were accompanied at the meeting by **(insert name)**/you confirmed that you were happy not to be accompanied at this meeting **(delete as appropriate)**

The meeting was arranged to discuss your current absence from work which began on **(insert date)** due to **(insert reason)**.

At the meeting, we discussed how you were feeling, and you advised **(enter details of discussion held)**.

We also discussed the medical report received following your appointment with the Council's Occupational Health Adviser **(enter details of discussion held or delete if no referral completed)**.

In addition, we spoke about any interventions the service could provide to help assist you in returning to work **(Enter details of discussion regarding supports and adjustments offered or ones already in place)**.

We then discussed the benefits of a referral to physiotherapy/counselling **(delete as appropriate)** and it was agreed that a referral would be made/no referral was required at this time but that you would let me know if you felt this would be beneficial in the future **(delete as appropriate) (delete full paragraph if not musculoskeletal or stress/anxiety/depression related)**.

It was agreed that **(insert summary of what was agreed i.e. referral to OH if appropriate, attendance support meeting to be held in x number of weeks etc)**.



I informed you that long-term absences cannot be sustained indefinitely and if your absence continues a Stage 2 Formal Attendance Review Meeting will be arranged on reaching between 17 to 25 weeks of a continuous absence in line with the Teachers Managing Absence Policy (F8).

If the employee provides a return-to-work date at this meeting detail this and any support/adjustments agreed for their return and include this paragraph.

Please note that your attendance will be monitored under Stage 1 of the Teachers Managing Absence Policy (F8) for 12 months from the date of your return to work. Should you reach the council's action trigger points during this period, due to either short or long-term absence, you may be required to attend a Stage 2 formal absence review meeting.

I trust this is an accurate reflection of matters discussed but if you need any further clarification or support, please do not hesitate to contact me.

Yours sincerely

<<LINE MANAGER NAME>>

<<JOB TITLE>>