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| --- | --- | --- |
| Our Ref:Your Ref:Contact:Tel:E-mail:Date: | InitialEmployee NumberName01698  |  |
| **Private and Confidential**«JointName»«Address1»«TenancyCorrAddress2»«TenancyCorrAddress3»«TenancyCorrAddress4»«TenancyCorrAddress5»«TenancyCorrAddress6» |  | **Service Details**NameJob TitleJob Title Second LineAddress Line 1Address Line 2Address Line 2[**www.northlanarkshire.gov.uk**](http://www.northlanarkshire.gov.uk/) |
|  |

Dear [insert name]

**OUTCOME OF STAGE 2 FORMAL ATTENDANCE REVIEW MEETING – SHORT TERM ABSENCE**

**JOB TITLE: [insert job title for ALL employees posts the meeting is referring to]**

I refer to the Stage 2 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 as your absence levels reached the following trigger point,

* 3 occasions of sickness absence in a rolling 12-month cycle, or 8 days or more cumulative absence in a rolling 12-month cycle, or a continuous absence of 2 working weeks **(delete as appropriate).**

We began the meeting by discussing your absence record over the previous 12 months rolling period **(enter details of absence history and 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 improving your attendance at work/returning to work **(delete as appropriate).** Enter details of discussion regarding supports and adjustments offered or ones already in place.

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

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 not already, review again in x number of weeks etc).**

I advised you that your level of attendance is causing concern. I indicated that over the last twelve months you have had a total of **(insert number of absences)** episodes of short term/ long term absence, amounting to **(insert number of days)** days when you were unable to attend for work due to sickness absence. These absences are summarised below.

|  |  |  |  |
| --- | --- | --- | --- |
| **First day of absence** | **Last day of absence** | **Number of days absent** | **Reason for absence** |
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**(Insert any other relevant information where appropriate)**

I advised that I am looking for an improvement in your attendance at work and I will provide all support and assistance I can, however the service cannot sustain high levels of absence from work.

Your attendance will be monitored under Stage 2 of the Supporting Attendance Policy 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 3 Capability meeting, and this could result in the termination of your employment on the grounds of capability due to unsustainable levels of attendance/ill health **(delete as appropriate).**

***(if discretion has been applied)***

*Having considered the reasons for your sickness absence, your level of attendance, the Occupational Health reports* ***(if applicable)*** *and the information you have provided, I advised you that discretion has been applied due to* ***(insert summary of reasons for applying discretion)*** *and as such yo****u*** *would remain on Stage 1 of the Supporting Attendance Policy for the remainder of the current monitoring period, which is due to end on* ***(insert date)***

*Or*

*Having considered the reasons for your sickness absence, your level of attendance, the Occupational Health reports* ***(if applicable)*** *and the information you have provided, I advised you that that discretion has been applied due to* ***(insert summary of reasons for applying discretion)*** *and as such you would be re-issued with Stage 1 of the Supporting Attendance Policy. Your absence will be monitored for a further 12 months, effective from your return-to-work date, which was* ***(insert RTW).***

*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 3 Formal Attendance Review meeting,* and this could result in the termination of your employment on the grounds of capability due to unsustainable levels of attendance/ill health **(delete as appropriate).**

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,

**Manager Name**

**Manager Job Title**