

## Appendix 11- Final Stage Outcome Letter

*This letter should be sent to an employee advising them of the outcome of the final formal stage sickness hearing. This letter is based on a decision to dismiss. The letter will need to be adapted for an outcome other than dismissal. The letter should be posted to the employee's home address.*

Dear (Employee Name)

### **Re: Managing Sickness procedure - Final Stage**

I am writing to advise you of my/panel's decision following the above meeting/hearing, at which you were represented by (name of rep). Management's case was presented by (name, position of manager), supported by (HR Consultant). I/We was advised by (HR Consultant).

### ***If heard by panel of governors please insert below\****

\*I was accompanied by fellow Governors xx and xx.

The purpose of the hearing was to consider your sickness absence record and your ability to deliver regular and efficient service under your contract of employment with the School. At the hearing, your attendance record was considered and this showed that in the (state period) you were absent on (state number) of occasions, totalling (state number) of days.

I/We have given very careful consideration to all of the evidence put forward to me at the hearing. I have concluded that your record of sickness absence is unacceptable and demonstrates that you are unable to provide regular and efficient service to the School. Therefore my decision is that you should be dismissed from the School's service.

In reaching my decision I took into account the following factors:  
(list issues considered e.g. the support given to the employee, any reasonable adjustments made to facilitate a return, the OH prognosis – ensure that any key points raised by the employee are addressed)

*As stated above my decision is that you should be given notice of termination of your employment with the School. This will be with effect from (date of decision). You are entitled to (state number of weeks) notice and your last day of service will therefore be (state date). You are required to continue to provide Fit Notes to cover your absence up to this date.*

Or

*In accordance with your contract of employment you are entitled to x weeks. This will be paid to you as pay in lieu of notice and your last day of service will therefore be (date of decision).*

*You are required to return your ID card (and any other personal equipment). Arrangements can be made for you to return these items and collect any personal belongings you may have in your workplace please contact (manager) who will make arrangements for you to do this.*

A copy of the notes of the meeting will be sent to you shortly for reference.

You have the right to appeal against my decision. If you wish to do so you should complete the appeal form enclosed with this letter and return this to; Chair of Governors, School Address within 10 working days of the date of this letter.

Yours sincerely

Chair of Panel/Headteacher

cc. Headteacher  
Representative