

Appendix 13 – Invite to Sickness Appeal Meeting

Dear XXXX

Re: Managing Sickness Appeal

I am writing to confirm that your appeal hearing has been arranged for:

Date: XXXX

Time: XXXX

Venue: XXXX

The Appeal Panel will be **NAME & TITLE** who will be supported by **NAME & TITLE**. **NAME & TITLE** will present the case for management who will be supported by **NAME & TITLE**.

You have the right to be accompanied at the hearing by a Trade Union representative or a colleague but not a paid legal representative.

In the event that you are unable to attend this appeal hearing you may be granted a single postponement (subject to the reason given) however it will be rearranged within 5 working days of the original date. Further failure to attend will result in matters being considered in your absence on the evidence available. You may send a representative and/or provide a written submission to the manager hearing the case.

Please can you confirm your attendance and the name of your representative no later than **DATE**

Yours sincerely

NAME

TITLE