

APPENDIX 3

Invite to Informal Stage Sickness Meeting

Head teacher/Managers can adjust letter as necessary to fit circumstances of the case. .

Private & Confidential

Dear

RE: MANAGING SICKNESS - INFORMAL STAGE

The School aims to keep its sickness absence levels to a minimum so that its services to residents are delivered efficiently. As your manager I need to ensure that any issues you have that affect your attendance at work are addressed. The School's Managing Sickness procedures details triggers within the sickness policy that ensure I do this.

You are therefore required to attend a meeting with me to discuss:

- your unsatisfactory short or long term sickness/absence record
- the development of a work related illness, mental health issues, a disability
- a review after a period of long term illness
- progression of an ill health retirement case

(delete as appropriate)

The meeting will take place at **(date and time of the meeting, and venue)**. **(Head teacher/Manager should give at least 5 days' notice of this meeting)**.

If for any reason you are unable to attend this meeting or you would prefer me to visit you at home, please let me know no later than **(specific date)**, by telephoning me on direct line number **(delete as appropriate)**.

The purpose of this meeting is to discuss your current situation and explore ways to support and help you to maintain an acceptable level of attendance, and to discuss any further action needed.

Please be advised you have been absent from work for **(number of working days)** in the last 12 months. **Please see attached** record of your sickness absence during the last 12 Months.

Please be advised that, I am considering referring you to the school's Occupational Health Service. As I have of concerns over your ongoing sickness absence and wish to ensure that any reasonable adjustments I can make to assist your attendance at work are considered. **(delete/ amend as appropriate)**

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Enclosed is a copy of the School's Sickness Policy

Please confirm that you will attend this meeting, or advise me of any difficulties, by **(date)**.

This meeting will be held at the Informal Stage of our procedures and no decision regarding your future employment with the school will be made as a result of this meeting.

Yours sincerely

Head Teacher/ Manager

Enc: Sickness Absence Management Policy & Procedure