

## **APPENDIX 4**

### ***SAMPLE LETTER – OUTCOME OF INFORMAL STAGE MEETING***

Dear

#### **SICKNESS ABSENCE – INFORMAL STAGE MEETING**

I am writing to confirm our meeting held on **XX** to discuss your sickness absence and enclose a copy of the sickness absence review record for you to sign and return.

As you are aware the School's Sickness Absence Management Policy and Procedure states that the target for the average number of days of sickness per employee is x days as the School and Council needs its employees to give regular and efficient service.

You have previously been advised of the guidelines and procedures for the control of sickness absence and as you have now had **XX** days of sickness I must advise you that your sickness absence will continue to be monitored with a view to seeing an improvement.

At the meeting a target was agreed, with the aim of improving attendance, as recorded on the attached form.

If there is no improvement in your absence levels we will move to the formal stage of the procedure which has already been explained to you.

Hopefully it will not be necessary to move to this stage and I look forward to seeing an improvement in your sickness absence record. However, I do have to inform you that if your sickness absence record fails to improve, this could ultimately result in your dismissal.

Yours sincerely

Headteacher/ Manager