

## APPENDIX 6

### Invite to Formal Stage Sickness Meeting

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

#### Private & Confidential

Dear

#### **RE: MANAGING SICKNESS - FORMAL STAGE**

To date your continued frequent sickness absence has been dealt with under the informal stages of the School's sickness absence procedure including an informal meeting on [DATE]. You were also advised that your attendance would continue to be monitored and that if there was no improvement, the matter would move to the formal stages of the procedure.

Our records show that your attendance at work has not achieved the required level of improvement. Since [DATE] you have been absent due to [REASON]. You are therefore required to attend a Formal Stage meeting. This will be held in [LOCATION] at on [DATE] at [TIME]. **{NB EMPLOYEE NEEDS TO BE GIVEN 5 WORKING DAYS NOTICE OF THE MEETING}**

The purpose of this meeting is to discuss the School's on-going concern at the level of your recorded absences, to give you a further opportunity to put forward an explanation for these absences and to discuss any further action needed which may include a written warning.

[NAME] and [Job Title] will also be attending the meeting. You may arrange to be accompanied by a Trade Union Representative, friend or colleague, but not a paid legal representative.

It would be appreciated if you could bring to this meeting any documentation that you think is appropriate.

Please confirm that you will attend this meeting, or advise me of any difficulties, by [DATE].

Yours sincerely

Head Teacher/ Manager

*Enc: Sickness Absence Management Policy & Procedure*