

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 long term 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.

Since our last meeting, we have received the Occupational Health report and your long term absence has continued. 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 of 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.

Donna Carby, Senior HR Advisor will also be attending the meeting. You may arrange to be accompanied by a Trade Union Representative, 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 be aware that the meeting may proceed in your absence should you fail to attend.

Please confirm your attendance, or advise me of any difficulties, by [DATE].

Yours sincerely

Head Teacher/ Manager

Enc: Sickness Absence Management Policy & Procedure