

APPENDIX 7 – Formal Stage Outcome Letter

Dear

MANGING SICKNESS ABSENCE MEETING – FORMAL STAGE

I am writing to confirm my decision following our meeting held on **XX** to discuss your sickness absence and enclose a copy of the absence review meeting record. 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 and you have previously been advised of the guidelines and procedures for the control of sickness absence.

As discussed, you have now had **XX** days of sickness over the past **XX** months and I must advise you that your sickness absence will continue to be monitored over the next **XX** months with a view to seeing a substantial improvement.

I am therefore setting the agreed targets as discussed as recorded in the notes attached.

If you are absent from work due to sickness, in excess of these targets, management may consider moving to the final formal stage. One option at the final stage may be that you will be dismissed from the School's service for failing to provide regular and efficient service.

Hopefully it will not be necessary to move to this stage and I look forward to seeing an improvement in your sickness absence record.

Yours sincerely

Head Teacher/ Manager