Name--------------------

Address-----------------

**1st Stage Attendance Management Meeting**

Dear -------------------

I write to confirm the outcome of your 1st Stage Attendance Management meeting held on ----------------- with ---------- and myself. *You were accompanied by (insert name) your trade union representative or work colleague* ***or*** *you were unaccompanied and confirmed that you were happy to continue with the meeting.*

You confirmed that you understood that you hit a formal trigger as outlined in the Sickness Absence Policy and were informed that the main purpose of the 1st Stage Attendance Management Meeting was to try to identify what can reasonably be undertaken by both you and the Department to support you to maintain/return to good health.

During the meeting it was confirmed you had XXX occasions of sickness absence over the past 12 month period due to (xxxxx i.e. cold, chest infection, broken toe).

Put in details of the discussion/any action plan that was considered or agreed, one of the options could be as follows:-

*We discussed a referral to Occupational Health in order to have their professional medical advice and consider any adjustments that could be put in place to give you additional support; and/or change in working hours etc*

If OH report already obtained you may wish to quote key parts of the report

It was agreed that we would meet again in xxxxx months *(please specify the review period normally two or three months) to* review your attendance record. If following completion of the review period you are removed from the Formal Attendance Management stage, I must remind you that a further review period of 6 months will apply and if you hit the formal triggers again within the extended 6 months period then you will re-enter the Sickness Absence Procedure at the 1st Stage Attendance Management Meeting.

I explained that your absence was having a detrimental effect on the Department and you were reminded that unless there is a significant and sustained improvement in your attendance, OR it is deemed that it is unlikely that you will return to work then we will proceed to the next stage of the procedure and hold a further attendance management meeting. You should be aware that the outcome of further attendance management meetings could ultimately result in a decision regarding your continued employment with the Authority on the grounds of health capability.

I assured you that I would do everything I can reasonably do to support you in improving your attendance record **or** supporting you in your return to work.

If you have any other queries or you know of any matters that may affect your future attendance please do not hesitate to contact me at the earliest opportunity.

Yours sincerely

Name

Job Title

**cc TU & HR**

Mae croeso i chi gysylltu gyda’r Cyngor trwy gyfrwng y Gymraeg neu’r Saesneg.

You’re welcome to contact the Council through the medium of Welsh or English.

**Please note if you have any queries regarding the wording used in this letter please speak to your HR officer.**