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

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

**2nd Stage Attendance Management Meeting**

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

I write to confirm the outcome of your 2nd 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. You were reminded of your 1st Attendance Meeting/s that was/ were held on -------------. Since those meetings you had been absent on the following dates or you remained on absence continuously.

Put in details of the discussion/any action plan that was considered or agreed, some 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* ***or*** *to obtain an update on your current medical prognosis.*

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

If OH have recommended redeployment discuss AND ADD As a result of the opinion of the Occupational Health practitioner, I have asked for your details to be included on the Redeployment Register. This allows you to view alternative vacancies prior to advertisement. I will be informing HR who will send you a letter to summarise the procedure as outlined in the redeployment policy (enclosed). If you have any further queries about the process please do not hesitate to contact me. OR

You discussed your previous sickness absences ………….you were advised ……

As advised at the meeting your absence(s) are/is having a detrimental effect on the Department and you were reminded that we will review your absence 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 2nd 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/if you continue to hit trigger points in the sickness absence policy, 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.

In accordance with the Authority’s Sickness Absence Policy you can request a review of this decision by your Director or his/her nominated representative. A request for a review of decision must be made by in writing to the Assistant Chief Executive (People Management) within 7 calendar days of receipt of this letter, and must set out the reasons for the request for a review.

Yours sincerely

Name

Job Title

**cc TU & HR**

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

You are 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 then you need to speak your HR Advisor**