PLEASE PLACE ON **HEADED NOTEPAPER** and **DATE**

**PRIVATE & CONFIDENTIAL**

Employee’s name and address

Dear

**Stage 1 Attendance Management Meeting**

Following our recent conversation, I am writing to invite you to attend a formal review meeting being held under stage 1 of the council’s Sickness Absence Policy, a copy of which I attach or can be found here [sickness-absence-policy-june-2025-pdf.pdf](https://intranet/media/y5sd5aps/sickness-absence-policy-june-2025-pdf.pdf)

At our meeting we will discuss the reasons for your absences and what can be done to support and improve your attendance at work. The recorded absences which have triggered the meeting are as follows –

Date(s) Duration Absence Reason(s)

The meeting will take place at time on date at location OR remotely via TEAMS.

If you are unable to attend the meeting, please let me know the reason for this as soon as possible so an alternative date can be scheduled. Also, if you need any adjustments to the meeting arrangements due to a disability or your current health situation, please get in touch.

You may be accompanied at the meeting by a work colleague or recognised trade union official. If you decide to attend with a work colleague, please let me know who, so I can plan to cover their attendance with you. If you wish to be accompanied by a trade union representative, it is your responsibility to arrange this with your union.

The purpose of a stage 1 meeting is to provide us with an opportunity to explore any health or wellbeing concerns you may have and what assistance you might need, not only to support you, but to improve your attendance at work. The meeting will give us a better understanding of the reasons for your sickness absence, whether any underlying issues exist, and what strategies we can agree going forward. For instance, if your absence becomes long term e.g., exceeds 20 working days (pro rata), we could explore a phased return to work, temporary adjustments to your duties or working pattern, flexible working or a referral to Occupational Health or Wellbeing Services.

I must advise you that a potential outcome of a stage 1 meeting may be the setting of a formal review period under the sickness absence procedure. This will be considered further at the meeting when a decision will be made based on our discussion and after you have had a full opportunity to state your case and/or provide medical evidence if you wish to do so.

I am also required to inform you, as a legal requirement and to be consistent in implementing policy, that should your sickness absence continue or you do not make a sustained improvement in attendance, it is likely that you will progress through the formal stages of the procedure and your employment could be terminated on the grounds of health capability. To reassure you, we are not at this stage of the process.

Letters of this nature are intended to be formal so I would encourage you to read the attached policy and raise any concerns or questions on the process itself, or content of this letter, with me. Please be assured of my continued support, I look forward to meeting with you on the above date.

Yours sincerely

Enc: Sickness Absence Policy

c.c. [HRAbsenceTeam@carmarthenshire.gov.uk](mailto:HRAbsenceTeam@carmarthenshire.gov.uk) Re: Employee No insert

*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.*