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

PLEASE CHECK **AVAILABILITY OF HR** BEFORE ISSUING THIS LETTER

**PRIVATE & CONFIDENTIAL**

Employee’s name and address

Dear

**Stage 3 Attendance Management Meeting**

Following our recent conversation, I am writing to invite you to attend a formal review meeting being held under stage 3 of the council’s Sickness Absence Policy, a copy of which was provided to you and discussed at your earlier stage 1 meeting held on date, and stage 2 meeting held on date. Please let me know if you require a further copy which can also be found here [sickness-policy-2021-final.pdf](https://intranet/media/661291/sickness-policy-2021-final.pdf)

The recorded absences which have triggered this stage 3 meeting are as follows –

Date(s) Duration Absence Reason(s)

The meeting will take place at time on date at location OR via TEAMS. I will chair the meeting accompanied by a Human Resources Business Partner.

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. As we are at the final stage of the absence management procedure, I would encourage you to seek advice in advance of this meeting and to be accompanied.

The purpose of a stage 3 meeting is to review the matters previously discussed at earlier formal meetings and to establish your current health situation and the likelihood of your attendance improving. As with earlier review meetings your attendance record, the medical opinion of Occupational Health, and measures taken to improve and support your attendance will be further explored. It will be the final opportunity to discuss what the council can do to support you to improve your level of attendance.

At the meeting you will have an opportunity to explain the details of your absence and what else can be done to support you, and to present your case in full, putting forward everything you wish to raise. The aim is to discuss and agree the most beneficial way forward for you and for the department.

I must advise you that a potential outcome of a stage 3 meeting may be a further formal warning and the setting of a further review period under the sickness absence procedure. Alternatively, based on the available facts and what you say at the meeting, the decision may be taken to terminate your employment with the council on the grounds of health capability. A decision to dismiss is not taken lightly and will only be considered at the conclusion of the meeting based on our discussion, and after you have had a full opportunity to state your case and provide medical evidence.

I would encourage you to refer to the sickness absence policy and procedure, and to raise any concerns or queries on the process or content of this letter, with me. Please be assured of my continued support.

Yours sincerely

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.*