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

**PRIVATE & CONFIDENTIAL**

Employee’s name and address

Dear

**Stage 2 Attendance Management Meeting Outcome**

Thank you for meeting with me on date to discuss your sickness absence under stage 2 of the Sickness Absence Policy. Also in attendance was identify work colleague/TU rep **OR** You were asked whether you wished to be accompanied at the meeting but declined the offer and agreed to proceed unaccompanied. X attended to take notes.

This letter summarises the main points of our discussion and confirms the outcome of our meeting.

I explained the main purpose of a stage 2 meeting was to review your attendance level which continues to fall below the standard expected of an employee. Despite the agreed actions put in place to support you following the stage 1 meeting on date, your attendance has not sufficiently improved. Since the stage 1 meeting your recorded sickness absence is as follows –

Date(s) Duration Absence Reason(s)

You confirmed you had received a copy of the Sickness Absence Policy, that you understood how you had triggered the policy, and the formal process being followed at stage 2.

I listened carefully to what you had to say at the meeting. You told me - summarise employee’s response

We also revisited and discussed – please remove or add to the list below

* Your current health and wellbeing.
* The nature and likely duration of absences and potential impact on your ability to work, including any likely prognosis, treatment and up-to-date medical opinion.
* The medical opinion of Occupational Health - quote excerpts from report
* The medical advice of your GP/specialist, including any prescribed treatment.
* Making a referral to Occupational Health to allow me to obtain a medical opinion, based on your job role, giving me a better understanding of how to manage your health condition when in work.
* With your agreement, the option to make a referral to the Wellbeing Service to provide you with additional support.
* Personal and work-related issues.
* Reasonable adjustments or assistance already provided and what other actions could be put in place, temporary or otherwise, that could assist you. e.g., temp reduced working hours/working pattern, temp adjusted duties, homeworking etc
* The overall impact of your absence on colleagues, service users, and the service.
* Future contact arrangements.
* Returning to work.
* Your pay entitlement during long term sickness.
* Proposals for a phased return to work after long term absence.
* Ill-health retirement.

Having considered all available options and support at stage 1 of the absence management process, you have not demonstrated an acceptable level of attendance despite the measures put in place to support you. Following our discussion at stage 2, I reiterate my continued support to facilitate you improving and sustaining your attendance. We agreed the following actions – please remove or add to the list below

* A further referral to Occupational Health.
* A referral to Wellbeing Services (with your consent to engage in this process).
* The following reasonable adjustments were agreed list and identify if temporary or permanent and these will be reviewed on date. [Disability: Reasonable adjustments](https://intranet/our-people/hr/equality-diversity/disability-reasonable-adjustments/)
* A referral for a workstation assessment.
* Completing an individual stress assessment questionnaire together. [Individual Stress Assessment](https://intranet/our-people/health-wellbeing/stress-mental-health-and-emotional-wellbeing/individual-stress-assessment/)
* Exploring the potential for redeployment.
* Exploring the ill-health retirement process.

This letter confirms the above and constitutes a formal warning under stage 2 of the attendance management process as your attendance level continues to be unsatisfactory and must improve. Your attendance will continue to be monitored over a review period of min 2/max 3 months based on the individual circumstances of your case. This formal review period will be set to follow on from the initial review period set at the 1st stage meeting, i.e., date. If your attendance does not improve during this review period, you will trigger a 3rd stage meeting which will take place the week commencing date.

At the end of the review period –

* where no further absences are recorded, you will be removed from the formal process, or
* if you hit the absence triggers again within the 4 months after the end of the review period, then a further formal stage 2 meeting will be held.

I must also inform you, as a legal requirement and to be consistent in implementing policy, that should your sickness absence continue at an unsatisfactory level and you do not make a sustained improvement in attendance, it is likely that you will progress to formal stage 3 of the procedure and ultimately, your employment could be terminated on the grounds of health capability.

As explained at our meeting, letters of this nature are intended to be explanatory and formal. Please be assured that I will continue to support you to facilitate a sustained return to work and improve your attendance.

If you can identify any further support that you feel may be of benefit to you, or know of any matters affecting your attendance, please inform me at the earliest opportunity. If you have any questions or concerns on the process being followed, content of this letter or agreed actions to support you, please raise these with me without delay.

You can request a review of my decision by our Director or their nominated representative. You should set out in writing the grounds on which you believe that the decision was flawed or unfair, and post to the Assistant Chief Executive, People Management Division, Carmarthenshire County Council, County Hall, Carmarthen SA31 1AD, or email it to [PRThomas@carmarthenshire.gov.uk](mailto:PRThomas@carmarthenshire.gov.uk) within seven calendar days of receipt of this letter.

Yours sincerely

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

Trade Union

*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.*