***NOTE TO MANAGERS: Please ensure that you speak with the employee, as detailed in the first paragraph, prior to sending this letter and advise them of the process and that they will shortly receive a letter (please delete).***

**PRIVATE & CONFIDENTIAL**

Name

Address

Date

Dear (Name)

**INVITE - STAGE 1 Absence Management Meeting**

Further to our recent discussion where we reviewed your absence(s) from work, I advised you that you had hit the trigger points under the Absence Management Policy and Procedure. Consequently, as discussed, I write to request your attendance at a Stage 1 Absence Management Meeting, as follows:

Date:

Time:

Location:

In accordance with government guidance around social distancing and maintaining this wherever possible, the Council's proposed method of conducting formal meetings remains via video conferencing wherever possible.

Our intention is to keep all individuals safe whilst being able to progress with processes to ensure that we minimise the impact on all involved.

This meeting is scheduled to take place using MS Teams/ Zoom and there is a link included within the invite and also in Outlook calendars where this has been sent electronically.

Please refer to the attached Appendix 1 document which includes guidance on etiquette for virtual meetings.

If you have any specific requirements in being able to use this facility, or would like to discuss any adjustments you would like included within the meeting, please contact me as soon as possible to discuss.

Additionally, if you would like to suggest an alternative method in conducting this meeting, please contact me as soon as possible to discuss.

The absences which have caused you to hit the triggers points are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Start Date** | **End Date** | **Absence Reason** | **Total Working Days** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

At the meeting we will discuss your absence(s), your current health situation and any support provided and/or that could be considered.

I enclose details of any return to work interviews records, reasonable adjustment request form, any relevant supervision or 121 notes, and any Occupational Health report(s) received. Also enclosed is a copy of the Absence Management Policy and Procedure.

**(Note to Managers – take above reference to OH report out if not applicable at this stage or OH report has not been received. A separate meeting can be arranged to discuss the OH report when received).**

Present at the meeting will be myself. You have the right to be accompanied at the meeting by a Council work colleague, recognised Trade Union Representative or recognised Trade Union Officer. You should contact me if you experience any difficulties in making arrangements to be accompanied.

Please note that electronic, audio or video recording by any device of this meeting will not be permitted, unless express authorisation has been received from the appropriate senior manager prior to any such recording taking place.

Where the nominated notetaker at meetings and/or hearings associated with the process feels it is necessary to make an audio recording in order to support with the preparation of the notes, the requirement to make the recording will be clarified with all present at the start of the meeting.

You are advised that the meeting may proceed should you and/or your representative fail to attend without advance notification to me and without good reason.

You are further advised that if you wish to attend the meeting but are unable to do so because of sickness or some other good reason or your representative is similarly unable to attend and you have provided me with advance notification of this, the meeting may be postponed. If so, it will be rearranged within 5 working days or as soon as is practicable. You will be advised of the rearranged date, in writing, and advised that if you are unable to attend on the rearranged date the meeting will proceed and your circumstances will be considered based on any written documentation you provide and/or any presentations made by your representative in your absence.

You should contact me if you have any questions regarding this letter, the enclosures or the meeting.

Yours sincerely

Line Manager

Updated April 2018