**PRIVATE & CONFIDENTIAL**

Name

Address

Date

Dear (Name)

## OUTCOME - STAGE 1 Absence Management Meeting

I write to confirm the outcome of the Stage 1 Absence Management Meeting held on **(insert date)**. Present at the meeting were **(insert names/designations)**.

(**Note to Managers - if the employee was unaccompanied, state that the meeting proceeded without representation).**

We discussed your absence(s) from work and your current health situation. The absences that we are reviewing occurred during the last rolling 12 months, are detailed below:

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

During the meeting we discussed:

**(Note to Managers – customise the letter choosing from the options below to reflect what was discussed at the meeting).**

* *The nature of the ill health – please state what was discussed and what this is*
* *Any associated reasons linked to the absences e.g. absence caused by a disability or personal, family or work related problems.*
* *If the manager has identified a pattern of absences e.g. Mondays and Fridays, pre or post annual leave, school holidays, public holidays, pay day.*
* *Likely return to work date, if still absent from work.*
* *(If Applicable) Reference to any OH reports that have already been received prior to the meeting and advice obtained*
* *If appropriate, a referral to OH for advice on fitness to resume/undertake duties and/****or*** *advice on ongoing health, return to work date etc*
* *Any support that can offer in order to assist a return to work or improve level of attendance.*
* *If still absent from work, whether possible to accommodate employee returning to work in a different capacity until fully fit to resume normal duties.*
* *Whether redeployment should be considered if it has been recommended by OH. (Redeployment is not usually common during the Stage 1 process, however, should it be applicable, refer to standard wording in Stage 2 outcome letter).*
* *Any reasonable adjustments agreed with a specific review date*
* *Pay status, i.e. when reduce to half/nil sick pay. Discuss option of taking annual leave during absence.*

It was explained that your absences will continue to be monitored and I set a review period of **(X) months,** ending on **(insert date)**. At the end of the review period I will review any absences you have had in this time, review your current health situation and look at any supporting documentation before deciding on the next stage within the procedure.

**In accordance with the Absence Management Policy, should your absence levels continue to be a concern prior to the review period ending, the review period will be brought forward.**

We would like to ensure we were continuing to support you as much as possible in order to help you improve your attendance. If there are any further adjustments/support that you feel may be of benefit to you please discuss these with me.

If at the end of the review period, your attendance has improved you will enter a 12 months "live" period (commencing at the end of the review period) during which you are required to sustain the improvement. Should you have further absences during this "live" period and the absences, on a rolling 12 months basis, cause you to hit the Council’s trigger points once again, a decision could be made to proceed to a Stage 2 Meeting.

However, if your absence(s) remain at a level which is a concern you could be progressed through the absence management procedure where a Stage 2 or Stage 3 Hearing may take place. Please be aware a possible outcome of a Stage 3 Hearing could be dismissal. **(Note to Managers – Do not remove the above dismissal wording)**

You have previously been provided with a copy of the Absence Management Policy and Procedure. However, if you would like a further copy, this can be found in the Employment Manual on GEORGE. If you do not have access to this you should contact me.

Do not hesitate to contact me if you have any queries with regards to this letter. The Council's Employee Support and Counselling service is available to you. This is a free, private and confidential service that can be accessed by phone on: 55440 (if dialling internally) or 01522 555440 (if calling externally) or by e-mail on [emp.supportandcounselling@lincolnshire.gov.uk](mailto:emp.supportandcounselling@lincolnshire.gov.uk).

Yours sincerely

Line Manager

Updated January 2017