Name

Address

Date

Dear (Name)

***Stage 1/2/3 Extension of Review***

Further to the end of your 2 month review set at Stage**1/2/3 (please delete where appropriate)** we reviewed your absences from work and your current health situation. I am writing to confirm the outcome of this review period.

The absences that we are reviewing occurred during the last rolling 12 months are detailed below:

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

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 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 or Stage 3 Hearing.

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)**

***Redeployment***

***(Note to Managers: for employees who are offered redeployment please include the following:***

*As you remain unfit due to your underlying medical condition to return to your post of (Job Title) we discussed looking for redeployment, as recommended by OH.*

*In light of this information, you were advised that you would be given medical redeployment –* ***(Manager enter option 1 or option 2)*** *–*

***(Note to Managers: There are two categories of redeployment depending on whether employee is covered by Equality Act or not - select appropriate option, below)***

*Option 1 - As your medical condition is covered by the Equality Act 2010 At Risk status applies and you will be considered for any relevant post you apply for, at or below your substantive grade, before any other applicant other than those is the same circumstances. Salary protection is not afforded when medically redeployed.*

*Option 2 - As your medical condition is* ***not*** *covered by the Equality Act 2010, you will not have At Risk status and will be considered for any relevant post you apply for, alongside any other redeployees. Salary protection is not afforded when medically redeployed.*

*I enclose a copy of the Redeployment Policy, which details your entitlements and responsibilities. Please read this carefully. As detailed, you will need to create an online account via the e-recruitment system. If you do not have access to this you should let me know so I can provide you with paper copies of the forms.*

*Details of current vacancies within Lincolnshire County Council can be found on the LCC website, to access this please follow the guidance enclosed 'Creating a Job Alert' (****Note to Manager please enclose***[***Creating a Job Alert***](http://george/upload/private/attachments/1040/creating_a_job_alert.pdf)*in addition when completing any application for a role, please tick the 'At Risk' box on the application. If you would like any assistance in completing an application form, or with preparation for an interview, please contact me and I will be happy to provide/organise support for you.*

We have previously provided you with a copy of the Absence Management Procedure, when you were invited to the Stage 1 Absence Management Meeting. However, if you would like another copy, details can be found on the Employment Manual or if you do not have access to the Employment Manual please let me know and I will arrange for another copy to be sent to you.

If you have any queries with regard to the content of this letter, or you would like to discuss any support offered further, please do not hesitate to contact me. May I take this opportunity to remind you of the confidential Employee Support and Counselling service that is available to all employees and they can be contacted on telephone number 55440 (if dialling internally) or 01522 555440 if calling externally or on [emp.supportandcounselling@lincolnshire.gov.uk](mailto:emp.supportandcounselling@lincolnshire.gov.uk).

Yours sincerely

Line/Senior Manager

Updated January 2017