**Please delete red text before sending**

# AP4 Invitation to Wellbeing Support Meeting (Long Term Absence)

Enter a date.

**Private and Confidential**

Full Name

Address

Dear First Name,

We recently had contacton Date to discuss your current period of absence. Since this contact, your absence has continued. I would like to meet with you to discuss any underlying health or wellbeing issues, any appropriate measures we can implement to support you and your return to work.

May I suggest we meet on **Date** at **Time** at **Venue** for a first/second/third Wellbeing Support Meeting. If this is inconvenient for you, or you would prefer me to visit you at home or some other suitable venue, please let me know.

The purpose of this meeting is to discuss any underlying health or wellbeing issues, and any appropriate measures we can implement to support you and to maintain sustainable attendance thereafter. Wellbeing Support Meetings form part of the Absence Procedure used to manage your absence and support health and wellbeing.

Your absence record shows that you have been absent on the following occasions:

|  |  |  |
| --- | --- | --- |
| From | To | Reason for absence |
|  |  |  |
|  |  |  |
|  |  |  |

This meeting will give participants the opportunity to fully understand the current situation, what, if any, steps can be taken to assist you in returning to work and to discuss the likely length of your ongoing absence. Options to discuss may include:

1. Occupational Health Service and/or specialist advice. This will include discussions of the medical/Occupational Health report dated Date; copy of report enclosed.
2. Reasonable adjustments
3. Phased return
4. Temporary variation(s) of contract
5. Attendance expectations
6. Redeployment (AEP)
7. Ill Health Retirement

The listed options are not exhaustive and may not be relevant to your absence. At these meetings, you are encouraged to be creative when discussing options which will support your wellbeing and may assist your return to work.

Please note this meeting is part of the formal Absence Procedure and you have the right to be accompanied by a trade union representative or a work colleague should you choose.

I am enclosing for your attention a copy of the Absence Procedure which outlines the process to be followed.

If you require any reasonable adjustments to attend and take part in the meeting, please let me know.

I would be grateful if you could confirm your attendance and whether you will be accompanied by anyone at the meeting. Please contact Full name on Contact number.

I look forward to meeting with you as your health and wellbeing is important to us. I look forward to seeing you at the Wellbeing Support Meeting on Date. If you are going to be accompanied to the meeting, please state here (recommended for home visits).

Yours sincerely,

Full Name

Position

Contact number