# PA1 Initial Contact Letter (after 7 days absence)

Optional / At manager’s discretion – **could telephone instead (preferable)**

**Private and Confidential**

Name/address

Date

Dear

**Sickness Absence**

I am sorry that you are unwell and wish to offer my support for your early recovery and return to work.

If you are still unwell after a week or so, I will contact you again with a view to arranging a time and date when I might meet with you at a support meeting. Support meetings are part of the Council’s Grey Book Absence and Wellbeing Procedure (as attached), they enable us to keep in touch when employees are absent and provide support if we can.

If your sickness absence is work related and you feel unable to discuss the matter with me please contact *[normally the line manager’s manager]* ***(name)*** on ***(telephone number).***

If you wish to access additional support you can find details of national helplines and websites on inTouch at <http://www.intouch.ccc/hr/attendance_wellbeing/default.asp> or on the County Council website at  <http://cumbria.gov.uk/employeeinformation/copingwithchange.asp>

However I do hope that you will recover quickly and that you will be back soon. If not, I will contact you in the next week or so and will arrange a support meeting.

Yours sincerely

***(name)***

Line Manager