# PA6a Outcome of Absence Management Meeting – Stage 1 and 2

Green = required input

Red = short term absences

Blue = long term absence

Date

**Private and Confidential**

Name/address

Dear *(name)*

**[Stage 1 / 2] Outcome of Formal Absence Management Meeting**

I am writing to confirm the outcome of our meeting on (date)when we discussed your levels of sickness absence. (name / job title / TU / Co-worker) was also present.

As you are aware, we have met on (number) occasions prior to this meeting and have discussed your sickness absences, what support is available to you such as (list support discussed) and what further actions to take, which have included (list actions).

During the meeting we discussed your sickness absence record and reasons for absence. [I confirm that you have been absent from work since (date).] [I confirm that you have had (number) occasions and (number) days sickness since (date).] Your response was (response). We also discussed whether there was any additional support that could be provided to you such as (support). I reminded you of the support available to you from the National helplines and websites on [inTouch](http://www.intouch.ccc/hr/attendance_wellbeing/default.asp), or on the [County Council website](http://cumbria.gov.uk/employeeinformation/copingwithchange.asp), and your trade union.

We discussed the following measures that would be put in place:

(insert measures)

[A work integration and recovery programme was discussed (formal action plan), as attached (enclose PA10).]

[The situation will be reviewed in (6-8) (amend to fit circumstances) weeks and I will continue to maintain regular weekly contact with you as agreed. Please advise me immediately if there are any significant changes to your medical condition which may affect the measures put in place.]

I re-iterated that it was important that if you continue to experience problems that affect your attendance you discuss these with me so that we can determine whether any further support could be made available to you.

[I explained to you that I am concerned at the level of sickness absence you have had and the effect that this is having on your ability to fulfil your duties. Therefore, I consider it appropriate in these circumstances to issue you with this First/Final Improvement Notice, in accordance with the Councils’ Grey Book Absence and Wellbeing Procedure. This Improvement Notice will remain in effect for a period of 6/18 months and your absence will be formally monitored on a monthly basis, including the supportive measures and actions listed above. A further review meeting will be held on *(date, time, venue).*

We discussed targets for improvement of attendance levels over the next 6/12 months and I confirm that we agreed the following trigger points

* No more than absence totalling number days or more in the next 6/12 months; and / or
* No more than number separate absences in the next 6/12 months; and / or
* a pattern or trend of absence giving cause for concern.

You are required to take personal responsibility for attendance at work and if there is no significant improvement in your attendance during this period, you may be subject to further formal action under the Absence and Wellbeing procedure and ultimately we may need to consider terminating your employment on capability grounds.

You have the right to appeal against this decision if you chose. If you wish to appeal you must inform me, in writing, within 7 working days of this notification, stating the grounds on which you wish to appeal. If I do not hear from you within this time, I will assume that you accept this decision.]

I hope we can work together on this and avoid any further action being necessary. Please contact me at any time if there is anything further I can do to provide further help or support to you

Yours sincerely

(name)

Station Manager/Group Manager

cc Trade Union Representative *(where relevant)*

 *Service Centre for filing on personnel file*

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