## Appendix 12a

## Invitation to First Formal Wellbeing Meeting

**Short Term Absence Invite Letter**

Dear

**Re: Invitation to First Formal Wellbeing Meeting Review Regarding Sickness Absence**

I write to you following our previous discussion regarding your sickness absence record. Since your Informal Confidential Advisory meeting regarding your sickness absence record on **(Insert Date)** which has shown little or no improvement therefore it is necessary to arrange a First Formal Wellbeing meeting regarding sickness absence **OR** Since completing the 12 month monitoring period which began on **(Insert Date of the Most Recent Period of Monitoring)** your sickness absence record has deteriorated again therefore, in line with the Escalation to Formal Stages [4.19] of the Wellbeing and Sickness Policy, it is necessary to arrange a First Formal Wellbeing meeting regarding sickness absence**]**.

I would be grateful if you could attend a formal meeting with myself and **((Delete if not applicable) Insert Name of HR Representative in support of manager)**, on **(Insert Date)** at **(Insert Time)** in **(Insert Venue).**

The purpose of this meeting will be to discuss your sickness absence record and to explore any support or advice I may be able to provide to assist you in reducing your level of absence and improving your wellbeing.

You may, if you wish, be accompanied by a staff side representative or work based colleague.

Please confirm your attendance at this meeting by contacting me on **(Insert Telephone Number and/or Bleep if applicable)**.

If I can be of any assistance or provide any additional clarity in the meantime please let me know.

**(Insert Signature)**

Yours Sincerely,

**(Name)**

**(Job Title)**

## Appendix 12b

## Invitation to Second Formal Wellbeing Meeting

**Short Term Absence Invite Letter**

Dear

**Re: Invitation to Second Formal Wellbeing Meeting Regarding Sickness Absence**

I write to you following previous discussions regarding your sickness absence record. **[**Since your First Formal Wellbeing Meeting regarding your sickness absence record on **(Insert Date)** your sickness absence record has shown little or no improvement therefore it is necessary to arrange a Second Formal Wellbeing meeting regarding sickness absence.

I would be grateful if you could attend a formal meeting with myself and **(Insert Name of HR Representative in support of manager)**, on **(Insert Date)** at **(Insert Time)** in **(Insert Venue).**

The purpose of this meeting will be to discuss your sickness absence record and to explore any help or advice I may be able to provide to assist you in reducing your level of absence.

You may, if you wish, be accompanied by a staff side representative or work based colleague.

Please confirm your attendance at this meeting by contacting me on **(Insert Telephone Number and/or Bleep if applicable)**.

If I can be of any assistance or provide any additional clarity in the meantime please let me know.

**(Insert Signature)**

Yours Sincerely,

**(Name)**

**(Job Title)**

## Appendix 12c

## Invitation to Final Review Meeting Regarding

**Short Term Absence Invite Letter**

Dear

**Re: Invitation to Final Review Wellbeing Meeting Regarding Sickness Absence**

I write to you following previous correspondence regarding your sickness absence record. Since your Second Formal Wellbeing Meeting on **(Insert Date)**, your sickness absence record has shown little or no improvement therefore it is necessary to arrange a Final Sickness Wellbeing meeting.

I would be grateful if you could attend a formal meeting on **(Date)** at **(Time)** in **(Venue)**.

The purpose of this meeting will be to discuss your continued unacceptable level of sickness absence. As this meeting may result in your contract of employment being terminated, you are advised to be accompanied by a staff representative or work colleague.

Your case will be heard by a panel consisting of:

* **(Name, Job Title)**, - Chair of the panel.
* **(Name, Job Title)**, - Supporting chair of the panel.
* **(Name, Job Title)**, - HR Business Partner who will provide HR support to the panel.

**(Insert Manager’s Name)** will be in attendance to present his report into your attendance management and **(Insert Name of HR Representative acting as Notary)** will be present to take notes of the meeting.

I enclose a copy of the report (and associated appendices) that **(Insert Presenting Manager’s Name)** will present at the meeting. A copy of the report will also be provided to members of the panel. Any associated information or further witness evidence that you want the panel to take into account must be submitted to the Chair of the panel, with a copy provided to me by **(Insert Deadline Date – Usually the day before the panel will be heard)**.

I must inform you that this meeting in accordance with the Trust’s Wellbeing and Sickness Policy and may result in your contract of employment being terminated.

If you have any queries or questions regarding the process then please do not hesitate to contact me on (Insert Telephone Number).

**(Insert Signature)**

Yours Sincerely,

**(Insert Name of Chair)**