## Appendix 13a – Confidential Advisory Invite Letter

**Request to attend Meeting –**

**Long Term Absence (to be sent as soon**

**as it is known that the employee will be**

**absent for the equivalent of 4 working weeks)**

Dear

**Re: Invitation to an Informal Confidential Advisory Meeting Regarding Sickness Absence**

I am writing to confirm receipt of your medical certificate dated **(Insert Date Fit Note was Issued)** which indicates that you will continue to be unfit for work until **(Insert Date Fit Note Ends)**.

I am sorry to hear that you are unwell and hope you are recovering. As you have now [been absent OR notified us that you will be absent] for a period of 4 weeks or more it is important that we meet in order to discuss your progress. It will also be beneficial to consider what alternative arrangements are available and investigate how we can help you return to work as soon as you are able.

I have arranged a meeting on **(Insert Date, Time and Venue of Informal Confidential Advisory Meeting)** with myself to enable me to understand what support I can offer you and where you are up to in terms of your recovery. If you are too unwell to attend a meeting on site and would prefer the meeting to take place at your home or, under certain circumstances, over the phone/via teams please let me know and we will do our best to accommodate you.

I would be grateful if you could confirm your attendance at this meeting by contacting me on **(Insert Telephone Number and/or Bleep if applicable)**. Also, if I can be of any assistance or can provide any additional advice or support in the meantime please let me know.

Help and support will continue to be given to enable you to bring your attendance up to an acceptable standard.

**(Insert Signature)**

Yours Sincerely,

**(Name)**

**(Job Title)**

## Appendix 13b – Long Term Absence First Formal Invite

**Request to attend Meeting –**

**Long Term Absence**

Dear

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

I am writing following your Informal Confidential Advisory meeting regarding your sickness absence record on **(Insert Date)**.

I am sorry to hear that you remain unwell and hope you are recovering. As you have been absent since **(Insert Sickness Start Date)** it is important that we meet again in order to discuss your progress, consider what alternative arrangements are available and to investigate how we can help you return to work as soon as you are able.

I would be grateful if you could attend a formal meeting on **(Date)** at **(Time)** in **(Venue)** with myself and **(Delete if not applicable, Insert Name of Business HR Representative)** to discuss your sickness in more detail. If you are too unwell to attend a meeting on site and would prefer the meeting to take place at your home or a reasonable neutral location then please let us know and we’ll do our best to accommodate this for you.

You may, if you wish, be accompanied at this meeting by either a Staff Side representative or a work colleague.

I would be grateful if you could confirm your attendance at this meeting by contacting me on **(Insert Telephone Number and/or Bleep if applicable)**. Also, if I can be of any assistance or can provide any additional advice or support in the meantime please let me know.

Help and support will continue to be given to enable you to bring your attendance up to an acceptable standard.

**(Insert Signature)**

Yours Sincerely,

**(Name)**

**(Job Title)**

## Appendix 13c - Long Term Absence Second Formal Invite

**Request to attend Meeting –**

**Long Term Absence**

Dear

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

I am writing following your First Formal Wellbeing Meeting regarding sickness absence record on **(Insert Date)**.

I am sorry to hear that you remain unwell and hope you are recovering. As you have been absent since **(Insert Sickness Start Date)** it is important that we meet again in order to discuss your progress, consider what alternative arrangements are available and to investigate how we can help you return to work as soon as you are able.

I would be grateful if you could attend a formal meeting on **(Date)** at **(Time)** in **(Venue)** with myself and **(Insert Name of Business HR Representative)** to discuss your sickness in more detail. If you are too unwell to attend a meeting on site and would prefer the meeting to take place at your home or a reasonable neutral location then please let us know and we’ll do our best to accommodate this for you.

You may, if you wish, be accompanied at this meeting by either a Staff Side representative or a work colleague.

I would be grateful if you could confirm your attendance at this meeting by contacting me on **(Insert Telephone Number and/or Bleep if applicable)**. Also, if I can be of any assistance or can provide any additional advice or support in the meantime please let me know.

Help and support will continue to be given to enable you to bring your attendance up to an acceptable standard.

**(Insert Signature)**

Yours Sincerely,

**(Name)**

**(Job Title)**

##

## Appendix 13d - Long Term Absence Final Review Meeting Invite

**Request to attend Meeting –**

**Long Term Absence**

Dear

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

I am writing following your Second Formal Wellbeing Meeting regarding sickness absence record on **(Insert Date)**. I am sorry to hear that you remain unwell and hope you are recovering. As you have been absent since **(Insert sickness start date)** it is important that we meet again in order to discuss your progress, and to investigate how we can help you return to work as soon as you are able, or to consider what alternative arrangements are available.

I have also made a referral to the Trust’s Occupational Health service to obtain their advice regarding your absence and understand that this appointment is scheduled for **(Insert Date, Time and Venue of OH Appointment)**.

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)**