

Attendance policy

Which letter should I use for which meeting?

Each letter is numbered and a description provided to make it easier for you to identify the correct letter to use. You **must** ensure you use the **correct letter** therefore if you are unsure of which one to use please refer to the details below;

<u>Letter no. and link</u>	<u>Letter Name</u>	<u>When to use the letter</u>
Short Term Sickness Absence		
AS1	Invite to stage 1 monitoring meeting	Your employee has hit a trigger and you need to organise a formal meeting to review their sickness absence under Stage 1 of the Attendance policy. <i>(Ensure, where you are able, you discuss and agree a date with your employee prior to sending out the letter to avoid any unnecessary delay in the process)</i>
AS2	Outcome of Stage 1 monitoring meeting	You have held a formal meeting with your employee to review their sickness absence under Stage 1 and need to provide details of what was discussed in the meeting
AS3	Invite to meeting for end of Stage 1 monitoring	Your employee is due to come to the end of their Stage 1 monitoring period and you need to meet to discuss their attendance levels during their monitoring period and whether they have achieved the standards set <i>(Ensure, where you are able, you discuss and agree a date with your employee prior to sending out the letter to avoid any unnecessary delay in the process)</i>
AS4	Outcome of Stage 1 – achievement of monitoring	You have held a meeting with your employee as their monitoring period is coming to an end and you have confirmed during the meeting that their standard of attendance has improved and they have successfully completed the Stage 1 monitoring period. You need to provide them with

		the details discussed during the meeting.
AS5	Invite to Stage 2 monitoring meeting	Your employee did not achieve the standards of attendance at Stage 1 and therefore you need to organise a formal meeting to review their sickness absence under Stage 2 of the Attendance policy <i>(Ensure, where you are able, you discuss and agree a date with your employee prior to sending out the letter to avoid any unnecessary delay in the process)</i>
AS6	Outcome of Stage 2 monitoring meeting	You have held a formal meeting with your employee to review their sickness absence under Stage 2 and need to provide details of what was discussed in the meeting
AS7	Invite to meeting for end of Stage 2 monitoring	Your employee is due to come to the end of their Stage 2 monitoring period and you need to meet to discuss their attendance levels during their monitoring period and whether they have achieved the standards set <i>(Ensure, where you are able, you discuss and agree a date with your employee prior to sending out the letter to avoid any unnecessary delay in the process)</i>
AS8	Outcome of Stage 2 – achievement of monitoring	You have held a meeting with your employee as their monitoring period is coming to an end and you have confirmed during the meeting that their standard of attendance has improved and they have successfully completed the Stage 2 monitoring period. You need to provide them with the details discussed during the meeting.
AS9	Outcome of Stage 2 – not achieved monitoring	Your employee did not achieve the standards of attendance at Stage 2 and therefore you need to organise a formal meeting to review their sickness absence to consider whether to move to a Final Review Meeting – Stage 3 or whether other options need to be considered e.g. extension of Stage 2 monitoring / redeployment for someone with a recognised disability
AS10	Notification of move to Stage 3 for short term sickness absence	You have met with your employee to discuss that the reasons why they have not achieved Stage 2 monitoring. The outcome was to move to a Final Review Meeting at Stage 3. This letter advises them that they have been unsuccessful at Stage 2 and you will need to refer their attendance levels to a Stage 3 Final Review Meeting <i>(Note. This letter <u>only notifies</u> your employee of the fact you are moving them to a Stage 3, it does not provide details of the Stage 3 date, time, location etc).</i>

<p>AS11</p>	<p>Invite to Stage 3 Final Review meeting for short term sickness absence</p>	<p>You are Chairing a Final Review Meeting Stage 3 and need to send an invite letter to an employee to let them know about the date, location, and details of the meeting along with including copies of the Management Statement of Case OR are a Manager who needs to let your employee know about the date, location, and details of the meeting along with including copies of the Management Statement of Case <i>(Note. this letter should be sent at least 7 calendar days before the date for the Final Review Stage 3 meeting)</i></p> <p><i>(Ensure, where you are able, you discuss and agree a date with your employee prior to sending out the letter to avoid any unnecessary delay in the process)</i></p>
<p>AS12</p>	<p>Outcome of Stage 3 Final Review meeting</p> <p><i>Please ensure you speak with the HR professional on the panel who can support you with developing your outcome letter.</i></p>	<p>You have chaired a Final Review Stage 3 meeting and need to provide the employee with the details and outcome of the decision taken by the panel. <i>(Note. This letter must be sent within 7 calendar days of the date the Final Review Meeting took place).</i></p>
<p>AS13</p>	<p>Short term sickness – Case report template for Final Review Panel</p>	<p>You need to attend a Stage 3 Final Review Meeting for your employee under the short term sickness absence process, and will be presenting details of the process you have followed.</p> <p>You need to complete a report to provide to your employee and the panel for consideration.</p>
<p>Long Term Sickness Absence (LTS)</p>		
<p>AS16</p>	<p>Invite to Formal Absence Review meeting for Long Term Sickness</p>	<p>You have received an up-to-date occupational health report and they have suggested that your employee will continue to be absent from work in the medium to long term and they have no way of knowing when you will able to return to work.</p> <p>You need to hold a ‘Final Absence Review Meeting’ with your employee to assess the details of the report and whether your employee can return to work in the foreseeable future. The meeting will consider the options which might include; return to work, mutually agreeing to end employment, ill-health retirement, resigning, redeployment support where relevant, or moving to a panel meeting to consider your employee’s employment.</p>

		<i>(Ensure, where you are able, you discuss and agree a date with your employee prior to sending out the letter to avoid any unnecessary delay in the process)</i>
AS17	Outcome of Formal Absence Review meeting for Long Term Sickness <i>Please note this template is for guidance only, due to the level of varying outcomes from this meeting you need to ensure you speak with your local HR Consultant who will support you with developing the outcome letter.</i>	You have held a Final Absence Review meeting and need to write to your employee with the outcome and any actions agreed, these could be any of the following; return to work, moving to uncontested dismissal, ill-health retirement, resigning, redeployment support where relevant, or moving to a panel meeting to consider your employee's employment.
AS18	Invite to Long Term Sickness Panel meeting	<p>You are Chairing a Long Term Sickness Absence Panel meeting and need to send an invite letter to an employee to let them know about the date, location, and details of the meeting along with including copies of the Management Statement of Case OR are a Manager who needs to let your employee know about the date, location, and details of the meeting along with including copies of the Management Statement of Case <i>(Note. this letter should be sent at least 7 calendar days before the date for the Panel Meeting Stage 3 meeting)</i></p> <p><i>(Ensure, where you are able, you discuss and agree a date with your employee prior to sending out the letter to avoid any unnecessary delay in the process)</i></p>
AS19	Outcome of Long Term Sickness Panel meeting <i>Please ensure you speak with the HR professional on the panel who can support you with developing your outcome letter.</i>	You have chaired a Long Term Sickness Absence Panel meeting and need to provide the employee with the details and outcome of the decision taken by the panel. <i>(Note. This letter must be sent within 7 calendar days of the date of when the Panel Meeting took place).</i>
AS20	Long term sickness – Case report template for Review Panel	<p>You need to attend a Panel Meeting for your employee under the long term sickness absence process, and will be presenting details of the process you have followed.</p> <p>You need to complete a report to provide to your employee and the panel for consideration.</p>

AS24	Appeal panel meeting	As the manager identified to hear the appeal (for any absence related dismissal) you should use AS24 to confirm the outcome to the employee.
UNAU1	Request to contact	<p>If an employee fails to attend work on Day One and still does not attend on Day Two, with no contact, use UNAU1 to request them to contact you and to advise them their pay has been stopped.</p> <p>Following discussion with HR Direct/HR Consult, you may use the same process if an employee who is currently off work due to sickness, has failed to contact you within the agreed arrangement and/or failed to provide an initial or subsequent GP Fit note(s).</p>
UNAU2	Invite to Investigation meeting	Should the employee still fail to contact you and fail to respond to your letters, use UNAU2 to invite them to an investigation meeting. This should be held without delay; however you need to provide reasonable notice.
UNAU3	Invite to Disciplinary panel meeting	Use UNAU3 to provide the outcome of the investigation. This template provides options depending on whether the employee attended the investigation meeting or still has not made contact. This will also act as the invite to a disciplinary panel meeting if appropriate. This should be held without delay; however you need to provide reasonable notice.

If you have any other requirements in relation to Attendance letters or templates, please contact your local HR Consultant, who can support you with developing your letter.