*[Use Departmental Headed Paper]*

# PRIVATE AND CONFIDENTIAL

NAME

ADDRESS

DATE

Dear NAME

**Final Formal Meeting Invite: Managing Ill Health and Sickness Absence**

I am writing to advise you that since we met on date to discuss your sickness absence, your level of absence continues to give cause for concern. You have continued to be absent due to sickness since date and to date we have not received advice that you will be able to return to your role in the foreseeable future. **OR** You have, since our last meeting, been absent on a further X occasions, totalling X days.

A record of all your absence is enclosed. *[Ensure you enclose a copy of the individual sickness absence record]*

I am, therefore, writing to ask you attend a meeting, in accordance with the final formal stage of the University’s Managing Ill Health and Sickness Absence procedure. This has been arranged for date at time at venue. *[Allow at least ten working days]*.

The meeting will take the form of a Hearing. The purpose of the Hearing is to reach a final decision on the issues that are affecting your attendance at work and preventing you from fulfilling your contract of employment with the University. The outcome of the Hearing may be:

* That further consideration should be given to the possibility of making reasonable adjustments to enable you to continue in employment. This may include allowing a longer period for improvement in attendance or recovery.
* That matters should be considered under an alternative procedure.
* That consideration is given to redeployment to an alternative role, within a reasonable timescale (usually one month).
* That the your employment should be terminated with appropriate notice or pay in lieu of notice

I am enclosing copies of all the documents that will be considered at the Hearing.

You may, if you wish provide me in advance of the meeting with a written submission of any information you would like to be considered. Please let me have any written submission you wish to make by date. *[usually five working days before hearing]*

You have the right to be accompanied by a work colleague or trade union representative. Please inform me by date if you intend to do so. I will be accompanied by Name from HR, who will be available to advise on procedure.

Please let me know, as soon as possible, if you require any special arrangements to be made to enable you to attend the meeting, or if you have any questions in relation to this matter.

The Managing Ill-health and Sickness Absence procedure can be viewed at <https://www.york.ac.uk/admin/hr/policies/leave-and-absence/sickness-and-ill-health/procedure/> and you should familiarise yourself with this ahead of our meeting. If you are unable to access this please let me know as soon as possible and I will provide you with a hard copy.

I understand that this may be a particularly difficult time for you and would like to remind you that the University has an arrangement with Health Assured: counselling and employee assistance service - telephone: 0800 030 5182 - which is a free, confidential helpline available to provide 24 hour support to all staff.

Yours sincerely

NAME

JOB TITLE

Copy: HR