# *[Use Departmental Headed Paper]*

# PRIVATE AND CONFIDENTIAL

NAME

ADDRESS

DATE

Dear NAME

**Second Formal Meeting Invite: Frequent Short Term Sickness Absence (Managing Ill Health and Sickness Absence)**

I am writing to advise you that since we met on date to discuss your attendance, your level of absence continues to give cause for concern.

During the period date to date, you have been absent due to sickness on X occasions, totalling X days. A list of your absences is enclosed. *[Ensure you enclose a copy of the individual sickness absence record]* ***OR***A list of your absences is listed below: *[use bullet points to list date and cause of absence]*

I am, therefore, writing to ask you attend a meeting with me, in accordance with the second 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 five working days]*

The formal procedure is designed to help you bring your attendance up to the standard expected by the University and the meeting will consider whether there is any help and support required to enable you to improve your attendance levels.

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.

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.

You have the right to be accompanied by a work colleague or trade union representative. Please inform me as soon as possible 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.

Finally, I understand that this can be an unsettling time, and would like to remind you of the Employee Assistance Scheme provided by Health Assured (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