# *[Use Departmental Headed Paper]*

# PRIVATE AND CONFIDENTIAL

NAME

ADDRESS

DATE

Dear NAME

**Outcome of First Formal Meeting: Frequent Short Term Sickness Absence (Managing Ill Health and Sickness Absence)**

I am writing to confirm the outcome of the first formal meeting held with you on date in accordance with the University’s Managing Ill Health and Sickness Absence procedure. You were accompanied at the meeting by Name, union representative/work colleague **OR** you chose not to be accompanied at the meeting. Name, was also present as the HR representative.

At this meeting we discussed your absence, the reasons relating to this and measures that can be taken to support you and improve your attendance levels. This included:

*[Provide a summary of issues identified and any support/reasonable adjustments offered or further actions proposed]*

I advised you that I would be issuing you with this notice that an improvement is required in your attendance, specifically that you should have no more than x days sickness absence in the 12 month period from the date of the meeting.

If your absence continues to cause concern during this period, further formal action may be taken, in accordance with the [Managing ill health and sickness absence procedure](https://www.york.ac.uk/admin/hr/policies/leave-and-absence/sickness-and-ill-health/procedure/). If you require a hard copy of this procedure, please let me know.

**OR**

After considering your case it was agreed that at this stage you will not be given formal notice of a required improvement. *[briefly state why]*

I would again 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.

If you have any further questions or concerns regarding this matter, please let me know.

Yours sincerely

NAME

JOB TITLE

Copy: HR