# *[Use Departmental Headed Paper]*

# PRIVATE AND CONFIDENTIAL

NAME

ADDRESS

DATE

Dear NAME

**Outcome of First Formal [OR] Formal Review Meeting: Long Term Sickness Absence (Managing Ill Health and Sickness Absence)**

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

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

*[Provide a summary of issues identified and any support/reasonable adjustments offered or further actions proposed, include any discussions around ill-health retirement, redeployment etc.]*

**[include only if relevant]** We then discussed the Occupational health report(s) dated [DATE] and the adjustments we will put in place in relation to these……

* **…...**

**[include only if relevant]** We also discussed other options available, based on the Managing Sickness absence and Ill-Health policy. These are [DELETE / ADD DETAIL BELOW POINTS WHICH ARE RELEVANT]:

* A provisional date for return to work, including a phased return to normal duties and/or temporary/permanent adjustments.
* Arranging a further informal meeting or meetings to allow a longer period of rehabilitation, where there is a prospect of recovery within a reasonable timeframe;
* Consider redeployment to an alternative post which may be at a different grade or different terms and condition
* Ill health retirement
* Arranging a final Formal Meeting to consider whether dismissal on the grounds of capability/incapacity because of ill health is appropriate.

It was confirmed that possible options listed above can run in parallel to each other so that the most suitable outcome can be found in a timely manner. ]

Next steps

After considering your case, as you have confirmed you are likely to be return to work within a defined period [State timeframe or date] it was agreed that we will meet again to review your progress and confirm your return to work plan. This has been arranged for [time] on [date] at [venue].

**OR**

I advised you that under 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 remain unable to return to work on an on-going basis, it may be necessary to hold a final formal meeting with you in future. This may change depending on any medical or other developments, however if the matter moves to a final meeting, one possible outcome is your dismissal on the grounds of ill health. If you require a hard copy of this procedure, please let me know.

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