SICKNESS ABSENCE PROCEDURE

TEMPLATE LETTERS

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Effective date: April 2012 (amended September 2013)
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CES TEMPLATE LETTERS
*NOT BE PLACED ON SCHOOL INTRANET*
SICKNESS ABSENCE PROCEDURE

TEMPLATE LETTERS

1. LETTER – REFERRAL TO OCCUPATIONAL HEALTH

Dear Sirs

Name of Employee: NAME

Date of Birth: DOB

In relation to the above-named employee, you are instructed to provide an occupational health report advising us upon:

1. What medical conditions, if any, are contributing to the employee’s absence from work.
2. How long this condition may last.
3. What steps the employee and the employer can take to facilitate a significant improvement in attendance or full return to work
4. [ONLY IF RELEVANT] Whether the employee is well enough to attend a disciplinary capability hearing, in light of the guidance at page 20 of the Health and Work Handbook.

We enclose:

a. The employee’s attendance record for the past 12 months’;
b. All doctor’s notes relating to absence in the last 12 months’;
c. All self-certificates relating to absence in the last 12 months;
d. Any notes of return to work discussions.

Please contact the employee directly at HOME ADDRESS or on HOME PHONE NUMBER/MOBILE NUMBER to arrange for a medical examination.

If you wish to obtain medical reports from the employee’s own GP or consultants, please make the appropriate arrangements under the Access to Medical Reports Act 1988 with the employee directly.

We do not wish you to give an opinion on whether the employee is a person with a disability within the meaning of the Equality Act 2010 as that is a mixed question of fact and law.

Effective date: April 2012 (amended September 2013)
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Yours faithfully

NAME
[School Business Manager][Line Manager][Headteacher][Chair of Governors] [Governor]

Encs.
SICKNESS ABSENCE PROCEDURE
TEMPLATE LETTERS

2. LETTER TO EMPLOYEE – REFERRAL TO OCCUPATIONAL HEALTH

Dear NAME

Referral to Occupational Health

We are proposing to obtain an occupational health report from you in order to help advise us in relation to your absence from work.

INSERT DETAILS OF OCCUPATIONAL HEALTH will be contacting you to arrange to have you medically examined.

If you decide not to cooperate with this request for a medical examination, or in providing occupational health with any other information they ask for, this could prejudice you in any Formal Absence Review Meetings as the School will have to rely upon the information it has available at the time.

Occupational Health may wish to contact your GP or other consultants for a medical report and they will contact you directly to obtain your consent under the Access to Medical Reports Act 1988.

You may be able to obtain support from the Teachers’ Support Network, who can be contacted on [England: 08000 562561] [Wales: 08000 885088]. [INSERT DETAILS OF ANY LOCAL COUNSELLING OR SUPPORT SERVICES AVAILABLE TO SCHOOL STAFF].

Yours sincerely

NAME
[School Business Manager][Line Manager][Headteacher][Chair of Governors]
[Governor]
3. LETTER TO THE EMPLOYEE – FORMAL ABSENCE REVIEW MEETING

Dear NAME

Formal Absence Review Meeting

I require you to attend a Formal Absence Review Meeting on DATE at TIME at VENUE.

The reason for calling this meeting is because you have been off work due to illness:

[for 10 or more working days in any 12 month period, accrued over 3 periods of absence or more] OR
[for 6 or more days accrued over 2 or more periods in any 4 month period] OR
[for 2 periods of sickness absence both lasting 4 or more days in any 12 month period] OR
[insert other intermittent sickness pattern]
[4 weeks continuously] OR
[in such a way that you have not met the attendance standards required in the First Written Warning of DATE].

I attach an Absence Report as required by the School’s Sickness Absence Policy and Procedure (a copy of which is also attached).

The meeting is your opportunity to

- Present any medical evidence in your possession
- Make suggestions about managing your return to work including any phased return to work or change in hours
- Make suggestions of other reasonable adjustments that could be made

You may be accompanied by an accredited trade union representative or willing work colleague on the proviso that they do not answer questions for you, and that you notify me of their identity, by at least the working day before the meeting.

If you consider yourself to be a person with a disability and there are reasonable adjustments you believe I can make to accommodate your disability in relation to the operation of the sickness absence procedure, please do let me know as soon as possible.
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You may be able to obtain support from the Teachers’ Support Network, who can be contacted on [England: 08000 562561] [Wales: 08000 885088]. [INSERT DETAILS OF ANY LOCAL COUNSELLING OR SUPPORT SERVICES AVAILABLE TO SCHOOL STAFF].

If you are not able to attend work fully, your employment may eventually be terminated.

Yours sincerely

NAME
[School Business Manager][Line Manager][Headteacher][Chair of Governors]
[Governor]
Absence Reviewer

Encs: Sickness Absence Policy and Procedure
Absence Report
4. LETTER – OUTCOME OF FORMAL ABSENCE REVIEW MEETING

Dear NAME

Outcome of Formal Absence Review Meeting

I write further to our meeting on DATE.

Reasonable Adjustments

OPTION A

We have agreed the following reasonable adjustments to your working arrangements to assist in significantly improving your attendance and ensuring you are able to fully meet your role:

INSERT

OR OPTION B

We have not been able to identify any reasonable adjustments to your working arrangements to assist in significantly improving your attendance and ensuring you are able to fully meet your role.

OR OPTION C

You have suggested the following adjustments to your working arrangements:

INSERT

I do not believe your proposed arrangements are reasonable because: INSERT

Caution

FOR PERSISTENT INTERMITMENT ABSENCE: Given your absence record in the Absence Report, I am giving you a First Written Caution. If you are absent from work for two or more days due to sickness in the next 6 months, you will be at risk of a Final Written
SICKNESS ABSENCE PROCEDURE

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Caution following a further Formal Absence Review Meeting and an updated absence report and a review of the effectiveness of any reasonable adjustments we have made.]

OR

[FOR LONG TERM ABSENCE: I am giving you a First Written Caution. If you are not fully back to work within [4 to 12] working weeks, then you may be subject to a further Formal Absence Review Meeting which may result in a Final Written Caution following a further Formal Absence Review Meeting and an updated absence report and a review of the effectiveness of any reasonable adjustments we have made. I have set this period taking into account the medical evidence.]

OR

[FOR PERSISTENT INTERMITMENT ABSENCE: I am giving you a Final Written Caution. If you are absent from work at all due to sickness in the next 6 months, you will be at risk of dismissal following a further Formal Absence Review Meeting and an updated absence report and a review of the effectiveness of any reasonable adjustments we have made.]

OR

[FOR LONG TERM ABSENCE ONLY: If you are not fully back to work within [4 to 12] working weeks, then you will be referred to the Final Absence Reviewer which could lead to the termination of your employment following a further Formal Absence Review Meeting and an updated absence report and a review of the effectiveness of any reasonable adjustments we have made. I have set this period taking into account the medical evidence.]

You have the right of appeal against my decision. If you wish to appeal, you should notify the Clerk to Governors within 5 working days of the date of this letter.

You may be able to obtain support from the Teachers’ Support Network, who can be contacted on [England: 08000 562561] [Wales: 08000 885088]. [INSERT DETAILS OF ANY LOCAL COUNSELLING OR SUPPORT SERVICES AVAILABLE TO SCHOOL STAFF].

Yours sincerely

NAME

[School Business Manager][Line Manager][Headteacher][Chair of Governors][Governor]
SICKNESS ABSENCE PROCEDURE

TEMPLATE LETTERS

Absence Reviewer
5. LETTER – INVITATION TO MEETING WITH FINAL ABSENCE REVIEWER

Dear NAME

Invitation to Absence Review Meeting with Final Absence Reviewer

I note that your attendance has not met the standards required in the Final Written Caution of DATE.

Accordingly, you are invited to a Final Absence Review Meeting on DATE at TIME at VENUE. The Final Absence Reviewer for the purposes of the School’s Sickness Absence Policy and Procedure is INSERT NAME.

You may be accompanied by an accredited trade union representative or willing work colleague on the proviso that they do not answer questions for you, and that you notify me of their identity, by at least the working day before the meeting.

If you consider yourself to be a person with a disability and there are reasonable adjustments you believe I can make to accommodate your disability in relation to the operation of the sickness absence procedure, please do let me know as soon as possible.

You may be able to obtain support from the Teachers’ Support Network, who can be contacted on [England: 08000 562561] [Wales: 08000 885088]. [INSERT DETAILS OF ANY LOCAL COUNSELLING OR SUPPORT SERVICES AVAILABLE TO SCHOOL STAFF].

Yours sincerely

NAME
[School Business Manager][Line Manager][Headteacher][Chair of Governors][Governor]
Absence Reviewer
6. LETTER OF DISMISSAL

Dear NAME

Dismissal

Further to the Final Absence Review Meeting held on DATE, I confirm that your employment is terminated on notice. Your last day of employment will be DATE.

[You are required to attend work as normal during that period]

OR

[You are not required to attend work as normal during that period. You should not contact any person connected with the School without my permission but should make yourself available to answer queries on the telephone during your normal working hours].

You have the right to appeal against this decision. If you wish to exercise that right of appeal, you should do so by writing to the Clerk to Governors within 10 working days of the date of this letter.

Yours sincerely

NAME
[School Business Manager][Line Manager][Headteacher][Chair of Governors]
[Governor]