|  |  |
| --- | --- |
|  | <<Department>> |
|  | <<Address 1>> |
|  | <<Address 2>> |
|  | <<Address 3>> |
|  | <<Postcode>> |
|  |  |
| Private and Confidential | Direct Line: |  |
| <<Employee Name>> | Fax: |  |
| <<Address 1>> |  |  |
| <<Address 2>> | Date: |  |
| <<Address 3>> | Your ref: |  |
| <<Postcode>> | Our ref: |  |

Dear **<<INSERT NAME>>,**

**Failure to comply with Absence Reporting Procedures**

You have been absent from work since **<<ENTER DATE>>.** I am concerned that, to date, no notification has been received as to why you have not reported for work and I am worried regarding your safety and welfare.

I attempted to contact you on the first day of your absence and telephoned you at **<<INSERT TIME>>** however you **were unavailable/the number was not obtainable** and **I** **left a message on your voicemail / left a message with your spouse, mother, father etc. <<DELETE AS REQUIRED>>.**

I would ask that you contact me as soon as possible to discuss the reason you have not attended work and your likely return to work date in order that I may support you in returning to work. My contact details are noted above.

Please contact me by **<< INSERT DATE>>** to discuss the reasons for your absence and to confirm your safety and welfare.

Please be aware that further failure to contact me will result in your absence being recorded as unauthorised and your pay will be stopped. The matter will then be formally investigated in line with the Board’s Disciplinary Policy due to failing to comply with the Board’s Attendance Management Policy which is viewed by the organisation as a failure to comply with a contractual requirement of your employment with NHS Greater Glasgow and Clyde. Furthermore, failure to respond to this letter can be considered a failure to comply with a reasonable management request.

Whilst I have no indication at this time as to the reason for your absence, please find enclosed details of the Occupational Health Services if you wish to make a self referral or an appointment with the Counselling Services: telephone number **0141 201 0600.**

A copy of the Board’s Attendance Management Policy and Procedure isavailable on HR Connect.

If you have any queries regarding the content of this letter, please do not hesitate to contact me on **<<INSERT TEL NO>>**.

Yours sincerely,

**<<LINE MANAGER NAME>>**

**<<JOB TITLE>>**

**<<SERVICE AREA >>**