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| --- | --- | --- |
|  | <<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**

I refer to my previous letter dated **<<INSERT DATE>>**

Unfortunately you have not responded to my request that you contact me. I remain concerned about your safety and welfare and that you have failed to comply with the absence reporting procedures.

I attempted to contact you by telephone on **<<ENTER DATE>>** at **<<INSERT TIME>**> however you were unavailable. I left a message **on your voicemail / left a message with your spouse, mother, father etc. <<DELETE AS REQUIRED>>**

As advised in my previous letter, you have been absent from work since **<<INSERT DATE>**> and failure to provide notification of your absence at work is a breach of the Absence Reporting Procedures under the Board’s Attendance Management Policy. Therefore, your current absence period is deemed unauthorised. As explained in my previous letter, as I have not received any communication from you, I have notified Payroll to stop your pay from the date your unauthorised absence commenced.

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.

I also stated in my previous letter that failure to report your reason for absence, as per the Board’s Attendance Management Policy, is viewed by the organisation as a failure to comply with a contractual requirement. Failure to respond to my initial letter can also be considered as a failure to comply with a reasonable management request. Your actions may be deemed as misconduct that may lead to disciplinary action. The matter will now be formally investigated in line with the Disciplinary Policy and you will receive details of this in due course.

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

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.**

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 >>**