|  |  |
| --- | --- |
|  | <<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: |  |

**Failure to attend Formal Absence Review Meeting – Long Term Absence**

I write further to my letter of **<<INSERT DATE>>** in which you were invited to attend a formal absence review meeting on **<<INSERT DATE>>** to discuss your absence from work **<< DELETE IF APPROPRIATE >> and your responsibilities with** regards to regular communication during your absence, as we had previously agreed.Unfortunately you did not attend this meeting and **gave no explanation for your non-attendance.** **/ I am aware that you cancelled this meeting** due to **<<INSERT REASON>>.** **<<DELETE AS REQUIRED>>.**

**<<DELETE IF NOT REQUIRED>>:** I am concerned that I have not heard from you for some time and that you have not responded to my previous letters. You last contacted me on **<<DATE>>** to advise you remained unfit for work but have made no contact since. Therefore, I am concerned regarding your safety and welfare.

I have rescheduled a further formal absence review meeting to discuss your level of attendance, including any support you may require to assist you back to work **<<DELETE IF APPROPRIATE>>** In addition, I would be keen to discuss our agreement with regards to appropriate communication during your absence and to confirm your responsibilities within this. The details for the meeting are confirmed below.

**Location : <<INSERT LOCATION DETAILS>>**

**Date : <<INSERT DATE >>**

**Time : <<INSERT TIME>>**

This meeting has been convened in line with the Board’s Attendance Management Policy and is intended to ensure that the facts relating to your absence are clearly understood and that you receive appropriate management interventions, including support to improve your attendance levels where appropriate.

You are entitled to be represented by a Trade Union / Professional Organisation representative be accompanied by a fellow member of staff or a friend or relative not acting in a legal capacity.

You have a requirement under the Attendance Management Policy to attend meetings with your manager when requested to do so. If you are unfit to attend the venue identified above I can make alternative arrangements for you to arrange a home visit or to arrange to meet in an alternative NHS location. Additionally, a management referral to Occupational Health Services can be made to ensure that management are fully aware of the reasons for your absence and to receive advice on how best to support your rehabilitation to work.

If you again fail to attend the meeting without making contact I will arrange for your Occupational Sick Pay to be withheld. In addition, if you again fail to attend this meeting **<<DELETE IF APPROPRIATE>>** **and to communicate with me regarding your continued absence** you will be regarded as acting in breach of your Contract of Employment due to failing to comply with NHS Greater Glasgow and Clyde’s Attendance Management Policy and Procedure. As a result, a report would be submitted to senior management to be considered at a Disciplinary Hearing. As a result, disciplinary action may be taken against you including dismissal from NHS Greater Glasgow and Clyde.

Please let me know before the meeting if you need me to make any special arrangements to enable you to attend the meeting.

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

Please confirm your attendance at this meeting by contacting **<<INSERT NAME>>** by telephone on **<<INSERT TELEPHONE NUMBER>>,** upon receipt of this letter.

Yours sincerely,

**<<LINE MANAGER NAME>>**

**<<JOB TITLE>>**

**<<SERVICE AREA>>**