

INVICTUS

Education Trust

**SICKNESS ABSENCE POLICY
AND PROCEDURE**

Approved by Board of Directors
2 July 2018

To be reviewed by Board of Directors
July 2020

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**Sickness Absence Reporting
School Contact Details**

Location	Absence Telephone Line	Absence Reporting Officer	Pink Slips To be completed and submitted to
Crestwood	01384 686846	Kelly Chapman	Kelly Chapman
Ellowes Hall Sports College	01384 686597	Karen Salt	Karen Salt
Kinver High School	01384 686801	Teachers: Sarah Masters Support Staff Leanne Fullwood	Leanne Fullwood
Ounsdale High School	Teachers: 01902 504897 Support Staff 01902 504931	Headteacher Debbie McDonald	Ree Hickman Debbie McDonald
Invictus Education Trust HQ	01384 686 510	Amy Buttery	Julie Duern
Leasowes High School	01384 816285	Jane Harper	Jane Harper/Carley Brookes

1. POLICY STATEMENT

- 1.1 This policy sets out our procedures for reporting sickness absence and for the management of sickness absence in a fair and consistent way.
- 1.2 Sickness absence can vary from short intermittent periods of ill-health to a continuous period of long-term absence and have a number of different causes (for example, injuries, recurring conditions, or a serious illness requiring lengthy treatment).
- 1.3 Invictus Education Trust wishes to ensure that the reasons for sickness absence are understood in each case and investigated where necessary. In addition, where needed and reasonably practicable, measures will be taken to assist those who have been absent by reason of sickness to return to work.
- 1.4 Sickness absence will be dealt with and managed within each School. The Trust as employer will however provide support and guidance, and record and monitor relevant data. The Headteacher will be required to update the Executive Headteacher in relation to relevant matters arising from such procedures.
- 1.5 This procedure does not form part of any employee's contract of employment and it may be amended at any time following consultation. We may also vary application of this procedure, including any time scales for action, as appropriate.
- 1.6 As part of the application of this policy, the Trust will collect, process and store personal data and special categories of data in accordance with our Data Protection Policy. We will comply with the requirements of the **Data Protection Legislation**
 - (i) unless and until the GDPR is no longer directly applicable in the UK, the General Data Protection Regulation ((EU) 2016/679) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then
 - (ii) any successor legislation to the GDPR or the Data Protection Act 1998) in relation to how we collect, hold and share special category personal data. Records will be kept in accordance with our Privacy Notice, our Retention and Erasure Policy and in line with the requirements of Data Protection Legislation.

2. Scope and Purpose

- 2.1 This policy applies all employees at all levels and grades regardless of status except those employees who are in their probationary period.
- 2.2 The purpose of the policy is to ensure that staff understand the expectations of the Trust in terms of attendance at work. In applying this policy, we aim to ensure that attendance is managed appropriately and consistently and that employees receive relevant support.

3. Definitions

- 3.1 Short-term sickness absence - any absence that lasts between half and 20 days (four weeks)
- 3.2 Long term sickness absence – any absence that lasts for a continuous period of longer than four weeks
- 3.3 If your absence meets the above criteria your absence will be recorded as half/full days.

4. **Disabilities**

- 4.1 We are aware that sickness absence may result from a disability. At each stage of the sickness absence meetings procedure (set out in paragraph 15 of this policy), particular consideration will be given to whether there are reasonable adjustments that could be made to the requirements of a job or other aspects of working arrangements that will provide support at work and/or assist a return to work.
- 4.2 If you consider that you are affected by a disability or any medical condition which affects your ability to undertake your work, you should inform your Line Manager.

5. **Sickness Absence Reporting Procedure**

- 5.1 All employees are required to follow the reporting procedure set out below.
- 5.2 If you are taken ill or injured while at work you should report this to the designated member of staff and/or your Line Manager. Managers should contact school First Aider/Reception to make arrangements for anyone who is unwell to be accompanied home **AND/OR** to receive medical treatment where necessary.
- 5.3 If you cannot attend work because you are ill or injured you should normally telephone the **school staff absence line** as early as possible, and by no later than 8 am on the first day of absence. See School contact details on page 3. The following details should be provided:
- (a) The nature of your illness or injury
 - (b) The expected length of your absence from work
 - (c) Contact details during your absence
 - (d) Any outstanding or urgent work that requires attention, including information in relation to student work that needs covering
- 5.4 Managers should ensure that:
- (a) Any sickness absence that is notified to them is recorded and reported to designated staff absence manager.
 - (b) Arrangements are made, where necessary, to cover work and to inform colleagues (while maintaining confidentiality).
- 5.5 Where applicable, if you are ill or injured during a period of pre-arranged annual leave you may elect to treat the days of incapacity as sickness absence instead of annual leave subject to confirmation of the absence by a Fit Note. You must inform your Line Manager of your incapacity and its likely duration as soon as possible even if you are abroad. The usual requirements for self-certification and medical certificates in this policy will apply. See Appendix 2 Employee Self Certification Form

6. **Evidence of Incapacity**

- 6.1 For sickness absence of up to seven calendar days you must complete a self-certification form which is available from staff absence manager/designated member of staff. See Appendix 2
- 6.2 For absence of more than a week you must obtain a certificate from your doctor (Fit note or a 'Statement of Fitness for Work') stating that you are not fit for work and the reason(s) why. This

should be forwarded to staff absence manager/designated member of staff as soon as possible. If your absence continues, further medical certificates must be provided to cover the whole period of absence.

- 6.3 If your doctor provides a certificate stating that you 'may be fit for work' you should inform your Line Manager or Headteacher immediately. We will discuss with you any additional measures that may be needed to facilitate your return to work, taking account of your doctor's advice. This may take place at a return to work interview (see paragraph 11.1) or at another meeting set up to facilitate your return. If appropriate measures cannot be taken, you will remain on sick leave and we will set a date to review the situation.
- 6.4 Where we are concerned about the reason for absence, or where short-term absences are frequent, we may require a medical certificate for each absence regardless of duration. In such circumstances, we will cover any costs incurred in obtaining such medical certificates, for absences of a week or less, on production of a doctor's invoice.
- 6.5 Where you are absent immediately prior to a school closure period, you will continue to be deemed as being absent for the purposes of recording sickness and statutory and/or contractual sick pay during the school closure period, unless you provide a fit note indicating they are fit to return to work.

7. Unauthorised Absence

- 7.1 Cases of unauthorised absence will be dealt with under our Disciplinary Procedure.
- 7.2 Absence that has not been notified according to the sickness absence reporting procedure will be treated as unauthorised absence.
- 7.3 If you do not report for work and have not telephoned the absence line or e-mailed your Line Manager to explain the reason for your absence, your Line Manager/designated member of staff will try to contact you, by telephone and in writing if necessary. This should not be treated as a substitute for reporting sickness absence.

8. Sick Pay

- 8.1 Details of the relevant sick pay scheme are set out in your contract of employment. Appendix 1 summarises the entitlement for teachers and support staff.
- 8.2 If a period of sickness absence is, or appears to be, occasioned by actionable negligence, nuisance or breach of any statutory duty on the part of a third party, in respect of which damages are or may be recoverable, you must immediately notify the Headteacher of that fact and of any claim, compromise, settlement or judgment made or awarded in connection with it and all relevant particulars that we may reasonably require. If we require you to do so, you must cooperate in any related legal proceedings and refund to us that part of any damages or compensation you recover that relates to lost earnings for the period of sickness absence as we may reasonably determine, less any costs you incurred in connection with the recovery of such damages or compensation, provided that the amount to be refunded to us shall not exceed the total amount we paid to you in respect of the period of sickness absence.
- 8.3 Failure to properly report your absence or to provide medical or self certification could lead to your pay being suspended.

9. Keeping in Contact during Sickness Absence

- 9.1 You should expect to be contacted during your absence by your Line Manager or Headteacher who will want to enquire after your health and be advised, if possible, as to your expected return date. The amount and frequency of contact will be discussed with you during your absence based on the circumstances. Where it is not clear when you may return, your Line Manager or Headteacher could contact you every day or every other day. If you are not able to return on your expected date of return you should inform your Line Manager or Headteacher so that further contact arrangements can be made. During the contact your Line Manager or Headteacher will discuss your wellbeing, expected length of continued absence from work and any of your work that requires attention. Such contact is intended to provide reassurance and will be kept to a reasonable minimum.
- 9.2 If you have any concerns while absent on sick leave, whether about the reason for your absence or your ability to return to work, you should feel free to contact your Line Manager or Headteacher at any time.

10. Medical Examinations

- 10.1 We may, at any time in operating this policy, ask you to attend a medical examination by our Occupational Health Department **AND/OR** a doctor nominated by us.
- 10.2 You will be asked to agree that any report produced in connection with any such examination, may be disclosed to us, and that we may discuss the contents of the report with our advisers to ensure decisions are based on up to date medical information.
- 10.3 Failure to agree to a reasonable request may be considered under the Disciplinary Policy and/or may mean that decisions are made in the absence of any medical information.
- 10.4 This process is in line with our Privacy Notice which sets out how we will gather, process and hold special category personal data of individuals during employment.

11. Return-to-Work Interviews

- 11.1 If you have been absent on sick leave we will arrange for you to have a return-to-work interview with Line Manager/designated member of staff. During the interview, your Line Manager/designated member of staff will complete the return to work form (see appendix 3)
- 11.2 A return-to-work interview enables us to confirm the details of your absence. It also gives you the opportunity to raise any concerns or questions you may have, and to bring any relevant matters to our attention.
- 11.3 Where your doctor has provided a certificate stating that you 'may be fit for work' we will usually hold a return-to-work interview to discuss any additional measures that may be needed to facilitate your return to work, taking account of your doctor's advice.

12. Returning to Work from Long-Term Sickness Absence

- 12.1 We are committed to helping employees return to work from long-term sickness absence. As part of our sickness absence meetings procedure (see paragraph 13.5), we will, where appropriate and possible, support returns to work by:
- (a) Obtaining medical advice

- (b) Making reasonable adjustments to the workplace, working practices and working hours
- (c) Considering redeployment; and/or
- (d) Agreeing a return to work programme

12.2 If you are unable to return to work in the longer term, we will consider whether you are entitled to any benefits under your contract and/or access to ill health pension benefits.

13. Sickness Absence Meetings Procedure

13.1 We may apply this procedure whenever we consider it necessary, including, for example, if you:

- (a) Have been absent due to illness on a number of occasions as follows -
 - **3 episodes of absence within a rolling 6-month period, or**
 - **7 or more working days in any rolling 12-month period, or**
 - **Any other pattern that causes concern**

The policy may still be applied where the employee persistently falls just below the above trigger points and where the absence is perceived to be a problem

- (b) Have discussed matters at a return to work interview that require investigation; and/or
- (c) Have been absent for more than 4 weeks.

13.2 Unless it is impractical to do so, we will give you five days, written notice of the date, time and place of a sickness absence review meeting. We will put any concerns about your sickness absence and the basis for those concerns in writing or otherwise advise why the meeting is being called. A reasonable opportunity for you to consider this information before a meeting will be provided.

13.3 The meeting will be conducted by your Line Manager **OR** Headteacher. You may bring a companion with you to the meeting (see paragraph 14).

13.4 You must take all reasonable steps to attend a meeting. Failure to do so without good reason may be treated as misconduct. If you or your companion are unable to attend at the time specified, you should immediately inform your Line Manager or Headteacher who will seek to agree an alternative time.

13.5 A meeting may be adjourned, if your, Line Manager or Headteacher is awaiting receipt of information, needs to gather any further information or give consideration to matters discussed at a previous meeting. You will be given a reasonable opportunity to consider any new information obtained before the meeting is reconvened.

13.6 Confirmation of any decision made at a meeting, the reasons for it, and of the right of appeal will be given to you in writing within five days of a sickness absence meeting (unless this time scale is not practicable, in which case it will be provided as soon as is practicable).

13.7 If, at any time, your Line Manager or Headteacher considers that you have taken, or are taking, sickness absence when you are not unwell, they may refer matters to be dealt with under our Disciplinary Procedure.

14. Right to be accompanied at meetings

- 14.1 You may bring a companion to any meeting or appeal meeting under this procedure.
- 14.2 Your companion may be either a Trade Union representative or a work colleague. You should provide their details to your Line Manager or Headteacher conducting the meeting, in good time before it takes place. We may, at our discretion, allow you to bring a companion who is not a colleague or union representative (for example, a member of family) as a reasonable adjustment if the employee has a disability, or if they difficulty understanding English.
- 14.3 Employees are allowed reasonable time off from duties without loss of pay to act as a companion. However, they are not obliged to act as a companion and may decline a request if they so wish.
- 14.4 A companion may make representations, ask questions, and sum up your position, but will not be allowed to answer questions on your behalf. You may confer privately with your companion at any time during a meeting.

15. First sickness absence meeting (Stage 1)

- 15.1 This will follow the procedure set out in paragraphs 13 and 14 on the arrangements for and right to be accompanied at sickness absence meetings.
- 15.2 The purposes of a first sickness absence meeting may include:
- (a) Discussing the reasons for absence
 - (b) Where you are on long term sickness absence, determining how long the absence is likely to last (long term absence)
 - (c) Where you have been absent on a number of occasions, determining the likelihood of further absences (short term absence)
 - (d) Considering whether medical advice is required or, if already obtained, what that advice is
 - (e) Considering what, if any, measures might improve your health and/or attendance
 - (f) Determining a way forward, action that will be taken and a time-scale for review and/or a further meeting under the sickness absence procedure (the length of the review will depend on the circumstances of the case). An improvement action plan may be completed (see appendix 3).
 - (g) Issuing a written warning that your employment may be at risk if your attendance does not improve [or you return to work (short term)]
 - (h) Where you are on long term sickness absence, you will be warned that your employment may be at risk if you do not return to work within a reasonable timescale (long term absence)

16. Further Sickness Absence Meeting(s) (Stage 2)

- 16.1 Depending on the matters discussed at the first stage of the sickness absence procedure, a further meeting or meetings may be necessary. Arrangements for meetings under the second stage of the sickness absence procedure will follow the procedure set out in paragraphs 13 and 14 on the arrangements for and right to be accompanied at sickness absence meetings.

16.2 The purposes of further meeting(s) may include:

- (a) Discussing the reasons for and impact of your ongoing absence(s)
- (b) Where you are on long-term sickness absence, discussing how long your absence is likely to last (long term absence)
- (c) Where you have been absent on a number of occasions, discussing the likelihood of further absences (short term absence)
- (d) If it has not been obtained, considering whether medical advice is required. If it has been obtained, considering the advice that has been given and whether further advice is required
- (e) Considering your ability to return to/remain in your job in view both of your capabilities and the needs of the Trust/School and any adjustments that can reasonably be made to your job to enable you to do so
- (f) Considering possible redeployment opportunities and whether any adjustments can reasonably be made to assist in redeploying you.
- (g) Where you are able to return from long-term sick leave, whether to your own job or to a redeployed job, agreeing a return to work programme (phased return) (long term absence)
- (h) If it is considered that you are unlikely to be able to return to work from long-term absence, whether there are any benefits for which you should be considered (long term absence)
- (i) Determining a way forward, action that will be taken and a time-scale for review and/or a further meeting(s). This may, depending on steps we have already taken. An improvement action plan may be completed (see appendix 3).
- (j) Issuing a final written warning that your employment may be at risk if your attendance does not improve (short term absence).
- (k) Where you are on long term sickness absence, you will be warned that your employment may be at risk if you do not return to work within a reasonable timescale (long term absence)

17. Final Sickness Absence Meeting (Stage 3)

17.1 Where you have been warned that you are at risk of dismissal and the improvement has not been made or you have not returned to work within a reasonable timescale, we will invite you to a meeting under the third stage of the sickness absence procedure. Arrangements for this meeting will follow the procedure set out in paragraphs 13 and 14 on the arrangements for, and right, to be accompanied at sickness absence meetings.

17.2 The purposes of the meeting will be:

- (a) To review the meetings that have taken place, the matters discussed and warnings issued
- (b) Where you remain on long-term sickness absence, to consider whether there have been any changes since the last meeting under stage two of the procedure, either as regards your possible return to work or opportunities for return or redeployment
- (c) To consider any further matters that you wish to raise

(d) To consider whether there is a reasonable likelihood of you returning to work or achieving the desired level of attendance in a reasonable time

(e) To consider the possible termination of your employment

17.3 Termination will normally be with notice (any payment due, may be paid in lieu of working the notice).

18. Appeals

18.1 You may appeal against a decision to dismiss you under this procedure and you may bring a companion to an appeal meeting (see paragraph 14).

18.2 An appeal should be made in writing, stating the full grounds of appeal, to the Headteacher within five days of the date on which the decision was sent to you.

18.3 Unless it is not practicable, you will be given five days, written notice of an appeal meeting. Any new matters raised in an appeal may delay an appeal meeting if further investigation is required.

18.4 You will be provided with written details of any new information which comes to light before an appeal meeting. You will also be given a reasonable opportunity to consider this information before the meeting.

18.5 Where practicable, an appeal meeting will be conducted by a panel of Governors of the Local Governing Body, not previously involved in any meetings under this procedure.

18.6 Depending on the grounds of appeal, an appeal meeting may be a complete rehearing of the matter or a review of the original decision.

18.7 Following an appeal, the original decision may be confirmed, revoked or replaced with a different decision. The final decision will be confirmed in writing, if possible within five days of the appeal meeting. There will be no further right of appeal.

18.8 The date that any dismissal takes effect will not be delayed pending the outcome of an appeal. However, if the appeal is successful, the decision to dismiss will be revoked with no loss of continuity or pay.

19. Review of policy

19.1 This policy is reviewed every two years by Invictus Education Trust Board of Directors. We will monitor the application and outcomes of this policy to ensure it is working effectively.

TEACHERS - PAYMENT FOR SICKNESS ABSENCE

For the purposes of calculating a teacher's entitlement during a year, a year is deemed to begin on 1st April and end on 31st March of the following year. Where a teacher is on sick leave on 31st March in any year, no new entitlements shall begin until the teacher has resumed duty and the period from 1st April until the return to duty is regarded as part of the preceding year's entitlement for the purpose of this scheme.

Details of Sick Pay Entitlement Teaching	
During the 1 st year of service	Full pay for 25 working days and after completing four calendar months' of service half pay for 50 work days.
During the 2 nd year of service	Full pay for 50 working days and then half pay for 50 working days
During the 3 rd year of service	Full pay for 75 working days and then half pay for 75 working days
During the 4 th and subsequent years of service	Full pay for 100 working days and then half pay for 100 working days

NON-TEACHING STAFF - PAYMENT FOR SICKNESS ABSENCE

The amount of sick pay remaining is calculated by looking back twelve months from the first day of any episode of sickness. Any sickness payment during those twelve months will be deducted from the entitlement.

Details of Sick Pay Entitlement Non-Teaching	
During the 1 st year of service	One month's full pay and (after completing 4 months service) two months half pay.
During the 2 nd year of service	Two months full pay and two months half pay
During the 3 rd year of service	Four months full pay and four months half pay
During the 4 th and 5 th years of service	Five months full pay and five months half pay
After 5 years' service	Six months full pay and six months half pay

One month = 26 days

Invictus Education Trust Employee Sickness Absence Self Certificate Form

This form must be completed by all employees for a sickness absence of 7 days or less or for the first 7 days of a longer absence where this is not covered by a medical certificate.

You must complete and return this form to your Head Teacher or Designated Member of Staff, as set out in the Sickness Absence Policy and Procedure, otherwise your sick pay may be affected. If your absence lasts longer than seven days complete this form leaving the 'last day of sickness' date blank and return it to your manager straight away.

Location/School		
Employee's name:		
Payroll ID:		
Job Title:		
Date of first day of sickness from work:		
If this was a part day what time did you	Start work:	Finish work:
Have you returned to work? Yes <input type="checkbox"/> No <input type="checkbox"/>	Last date of sickness:	Date returned to work:

The reason for my absence is: _____

If this reason is different from that given to your manager on your first day of absence, please provide an explanation here:

Do you feel the sickness absence relates to a disability? Yes No

Do you feel the sickness absence relates to an accident at work? Yes* No

* if Yes, you should also complete an Accident Report Form and send it to your Manager.

I confirm that the above information is correct.

Signature of Employee: _____ Date: ___/___/___

I confirm receipt of the Self- Certificate Form and that I will monitor the employee's absence record as set out in the Sickness Absence Policy and Procedure.

Signature of Manager: _____ Date: ___/___/___

Note: Employee's absence must be entered onto Dudley Payroll System. This form must be filed on employee's personnel file.

INVICTUS EDUCATION TRUST
WELFARE VISIT FORM

A welfare visit should take place with two witnesses in attendance.

This form must be completed by the Designated Officer	
Employee Name:	
Absence Start Date:	Details of Pay (full/half) Dates:
Reason for Absence:	
Date of Visit:	Name of attendees (should be two staff who visit employee)
_Checklist for Visitor	
What is the latest medical advice/has the employee visited their GP/Consultant:	
Details of Medication/Treatment:	
Have you updated the employee of work/cover?	
Can, a return to work date be identified?	
Referral to Occupational Health?	
Review Date:	
Overview of Welfare Visit /Any other comments:	
Declaration: I declare that the information given on this form is correct	
Employee's Signature:	Date:
Interviewer's Signature:	Date:

Please note; this form must be filed in the employee's personal file. A copy should be given to the employee.

INVICTUS EDUCATION TRUST
RETURN TO WORK INTERVIEW FORM

Please remember; this interview needs to be, conducted in a sensitive and confidential manner, and either party can request the support of a representative

This form must be completed by the Designated Officer	
Employee Name:	
Absence Start Date:	Return to Work Date:
Reason for Absence:	
Date of Meeting:	Name of Interviewer:

Checklist for Interviewer, please tick relevant boxes:		
	YES	NO
Has the absence reached a trigger point?		
Has an absence pattern/trend, been identified?		
Has the employee visited their GP?		
Is the length/level of absence correct?		
Has the employee, been advised of any updates/how work has been covered?		
Has a caution, been issued and the employee informed of the likely consequences if there is a failure to improve?		
Is there a need for this matter, to be, referred to the next stage of the process?		
Do you propose to seek further medical opinion from Occupational Health Advisor?		
Has an Employee Improvement Action Plan, been completed?		
Overview of Meeting/Any other comments:		
Has a caution been issued and the employee informed of the likely consequences if there is a failure to improve:		
Declaration: I declare that the information given on this form is correct		
Employee's Signature:	Date:	
Interviewer's Signature:	Date:	

Please note; form needs to be, retained in the employee's personal file. A copy of this form given to the employee.

INVICTUS EDUCATION TRUST
EMPLOYEE IMPROVEMENT ACTION PLAN

The Employee Improvement Action Plan requires joint ownership of the plan. Clear, positive and practical actions need to be, identified to encourage the improvement of the employee's attendance, and a realistic timescale needs to be implemented. A date needs to be set at which progress will be formally reviewed.

Employee Name:
Name of Interviewer:
Date of Meeting:

Action Required	By Whom	Timescale

Declaration: The above actions have been agreed by:	
Employee's Signature:	Date:
Interviewer's Signature:	Date:
Formal Review Date:	

Please note, it is imperative that this form is given to school HR Manager to be filed in the employee's personal file. A copy of this form must also be given to the employee.

**Example letter to employee
Regarding arranging a Welfare Visit
(Use the Welfare Visit Form to record the meeting content)**

Date

Address

Dear

Re: Welfare Visit

Further to our recent telephone conversation, as agreed, I intend to visit you at home on *(date)* at *(time)* accompanying me will be *(name member of staff)* from *(school/trust)*

It is, hoped, that this visit will provide an opportunity to discuss your current situation, the outcome of your recent Doctors/Hospital Appointment/Occupational Health Referral *(delete as applicable)* on *(date)* and the subsequent report produced by the Consultant Occupational Physician *(delete if not applicable)*.

Please note; you have the right to be, accompanied at the meeting by a representative, although you will need to arrange this yourself.

Should you wish to discuss this matter further, please do not hesitate to contact me.

Yours sincerely

Name
Job Title

**Example letter to employee
Regarding Formal Sickness Absence Review Meeting
(This meeting must be clerked)**

Date

Address

Dear

Re: Formal Sickness Absence Review Meeting

I am sorry to hear that you are still unwell. According to school records you have been absent from work since *(date)* and in order to ensure that the school fully supports your needs, I would like you to attend a Formal Sickness Absence Review Meeting at school on *(date)* at *(time)*.

Due to the length of your absence, the school needs to consider, whether a likely return to work date can be determined, or what further action the school needs to take. For your information, I have enclosed a copy of your attendance summary, and a copy of Invictus Education Trust Sickness Absence Policy.

If you wish, you have the right to be, accompanied at the meeting by a representative. However, you will need to arrange this yourself.

Please contact *(Name)* to confirm your attendance. Should you need further information, please do not hesitate to contact *(Name)*.

Yours sincerely

Name
Job Title