**Cumbria Fire & Rescue Service | Carleton Avenue | Penrith | Cumbria | CA10 2FA**

**XXX@cumbriafire.gov.uk**

Green = required input

Red = short term absences

Blue = long term absence

Date

**Private and Confidential**

Name/address

Dear *(name)*

**Stage 2 - Absence Management Interview**

We recently met for a *stage 1* on *(date)* to discuss your absence. Since this meeting, [I note that you have experienced further absences [that your sickness absence has continued] and reached another trigger point and/or unfortunately have been unable to keep to your action plan.]

In order to review your absence record, measures, and support provision I have arranged for a stage 2 absence management interview for *(time and date)* at *(venue).*

Absence management interviews are held in accordance with the Absence and Wellbeing procedure when the relevant trigger point for the next stage in the process has been reached. [At the support meeting we discussed that the situation would be reviewed if you were still absent after (6-8 weeks).]

The triggers points set for this stage were:

* absence totalling 8 days or more (in a 12 month period); and / or
* 3 separate absences (in a 12 month period); and / or
* a pattern or trend of absence giving cause for concern.

Your absence record shows [that you have been absent on the following occasions] [that your absence has continued as detailed below]:

|  |  |  |
| --- | --- | --- |
| From | To | Reason for absence |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

I am enclosing for your attention a copy of the Grey Book Absence and Wellbeing Procedure, which outlines the process to be followed. Further guidance notes can be accessed via InTouch or, if required, I can mail a copy to you.

[The purpose of this meeting is to discuss the likely length of your ongoing absence and what, if any, steps can be taken to assist you in returning to work, such as:-

1. Return to/continuation in existing post
2. Return to/continuation in existing post with reasonable adjustments
3. Phased return to work
4. Modified Duties
5. Redeployment to another post within the council (Alternative Employment Programme)
6. Dismissal on health grounds as a last resort – where an employee is dismissed on the grounds of ill health and they meet the qualifying criteria in the LGPS regulations then they may qualify for ill health retirement]

[The aim of the meeting is to work out a clear strategy for progressing the absence to some form of resolution. This will give aIl interested parties the opportunity to fully understand the current situation, the various perspectives on the absence and to attempt to gain a mutually beneficial resolution which might include:

* Consideration given to resolving the health issue.
* Consideration given to amending, adapting and changing aspects of the current job.
* Consideration given to redeployment within the Council.
* Consideration given to retraining within the Council
* Any other workable options.]

This will include discussion of the medical/occupational health report dated (date), which (I enclose/you have previously received).

Please note that this is the second stage of the formal Absence and Wellbeing process and you have the right to be accompanied by a trade union representative or a co-worker should you choose.

Should you wish to access Cumbria County Council’s counselling service, which is an independent and confidential service, please contact me and I will make arrangements.

If you wish to access additional support you can find details of national helplines and websites on <https://www.cumbriafire.gov.uk/wellbeing-support-all-staff>

If you require any reasonable adjustments in order to attend and take part in the meeting, please let me know

If you require a copy of this document in different formats such as large print, Braille, audio or in a different language, please call 0300 303 8623.

Please confirm receipt of this letter, your attendance at the meeting, and whether you will be accompanied by anyone at the meeting.

Yours sincerely

*(name)*

Station Manager/Group Manager