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

**XXX@Cumbriafire.gov.uk**

*Green = required input*

Date

**Private and Confidential**

Name/address

Dear NAME

**Invite to Stage 3 Hearing**

On (date) we met for a stage 2 absence management meeting and I advised that your absence would continue to be monitored. Your record shows that since this date, your absence has continued:

|  |  |  |
| --- | --- | --- |
| From | To | Reason for Absence |
|  |  |  |
|  |  |  |

As a result, I am writing to inform you that a hearing has been arranged for (time and date) and will be held at (venue). I will be conducting the hearing and will be accompanied by (HR rep) (name, job title). The manager (name) who oversaw the earlier stages of the formal process will also attend to present the case.

This hearing forms a Stage 3 meeting under the Grey Book Absence and Wellbeing procedure. You are required to attend the hearing and a trade union representative or co-worker may if you wish, accompany you.

I need to advise you that under the Grey Book Absence Management process, this hearing could result in your dismissal. I will be considering all the evidence including:

* The steps taken to manage the your sickness absence to date
* The needs and resources of the Council in relation to the work which you are employed to undertake
* The effect of your absence upon other employees and in particular those who are engaged in the same section
* The likely duration of your illness
* Redeployment opportunities
* Advice received from the Occupational Health service
* Your absence record
* The actions offered / taken to support you in trying to reach an acceptable level of attendance
* Any implications in relation to the Equality Act 2010 and other employment legislation
* Any representations from yourself
* Any new information that comes to light

I attach copies of relevant documents referred to above.

Please confirm your attendance at the hearing and the name of the person who will be accompanying you. If you have any additional queries prior to the meeting please let me know.

I am enclosing for your attention a copy of the Grey Book Absence and Wellbeing procedure and guidance, which outlines the process to be followed. If you wish to have a copy of the full procedure and further information, these can be accessed via InTouch or, if required, I can mail a copy to you.

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 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.

Yours sincerely

**Manager Name**

**Area Manager**

Cc TU Rep

People Management

Service Centre for filing