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

**XXX@cumbriafire.gov.uk**

Date (Use format 22nd November 2024)

**CHANGE ANY RED TEXT TO BLACK BEFORE SENDING**

**Private and Confidential**

Name/address

Dear (name)

**Absence Management - Outcome of Wellbeing Support Meeting**

I am writing to confirm the outcome of the wellbeing support meeting I held with you on (date).

The purpose of the meeting was to discuss with you your levels of absence; also, present at this meeting was (name/post title/ TU rep / Co-worker).

I explained that the reason for my concern was that you had had (number) days **and/or** (number) instances of absence during the past (number) months. I gave you a copy of your sickness absence record.

As you are aware, we have also met at Welcome Back to Work interview(s) on (number) occasions prior to this meeting, where we have discussed your sickness absences, what support is available to you such as (list) and what further actions to take, which have included (list).

At the wellbeing support meeting, we discussed further your sickness absence levels and reasons for absence. Your response was (insert) and you detailed the measures you have taken/you will take in recognition of your own personal responsibility to improve your attendance levels, including (insert). We also discussed whether there was any additional support that could be provided to you such as (insert).

We discussed the following measures that would be put in place:

(insert measures e.g. continued monitoring and/or referral to occ health)

I explained that it was important that if you continue to experience problems that affect your attendance record you discuss this with me, so that we can identify whether any further support could be made available to you.

I hope that the measures we have agreed will support you in your attendance at work. I am required to let you know that if you have further absence, which exceeds the attendance expectations below, I will have to consider formal action under the Absence and Wellbeing procedure. The attendance expectation points are:

* 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.
* a concern in regard to health or affecting ability to do the job.

The points will not include your absence record to date.

If you wish to access additional support you can find details of national helplines and websites on SharePoint or on the CFRS website.

I hope that this clarifies the points we discussed and that there is a significant and sustained improvement in your attendance level. If I can offer any further support please do not hesitate to contact me.

Yours sincerely

**ELECTRONICE SIGNATURE**

(name)

Line Manager

Cc

Trade Union Representative (where relevant)

Service Centre for filing on personnel file