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

**XXX@cumbriafire.gov.uk**

Red = required input

Green = short term absences

Blue = long term absence

**CHANGE ALL COLOURED TEXT TO BLACK BEFORE SENDING**

Date (use format 22nd November 2024)

**Private and Confidential**

Name/address

Dear *(name),*

**Stage 1 - Absence Management Interview**

We recently met for a wellbeing support meetingon *(date)* to discuss your absence. Since this meeting, [I note that you have experienced further absences [that your sickness absence has continued] and exceeded another attendance expectation and/or unfortunately have been unable to keep to your action plan.]

I would like to invite you to a Stage 1 absence management meeting. You will have been informed in the wellbeing support meeting that you may be required to attend a Stage 1 meeting should you exceed the attendance expectations set. This meeting, although part of the formal process, is to see how you are feeling and to discuss any ways in which I can be of support and you are entitled to be accompanied by a trade union representative or a work colleague.

May I suggest we meet at (time / date / venue) so we can discuss your absence/attendance record. If this time or date is inconvenient for you, or you would prefer me to visit you at home or some other suitable venue, please let me know.

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

The attendance expectations 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.
* a cause for concern in regard to their health or affecting their ability to do their job.

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 Absence and Wellbeing Procedure, which outlines the process to be followed. Further guidance notes can be accessed via the CFRS website 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 service (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/LPPA 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 service.
* Consideration given to retraining within the service
* Any other workable options.]

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

Should you wish to access Cumbria Fire & Rescue Service’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 contact HR@cumbriafire.gov.uk.

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

Yours sincerely

**ELECTRONIC SIGNATURE**

*(name)*

Station Manager