INSERT DATE

**STRICTLY PRIVATE AND CONFIDENTIAL**

**ADDRESSEE ONLY**

Sent by Email to: (If applicable)

Dear

**Sickness Absence and Attendance at Work Procedure – Wellbeing Review**

Thank you for meeting with me on xxx. Also in attendance were xxx, HR. You were accompanied by NAME, trade union representative/work colleague OR You were happy for the meeting to proceed unaccompanied. **(delete as appropriate).**

The purpose of the meeting was to discuss your current long term absence from work and agree any appropriate support you require. I confirmed that this meeting is being held in accordance with the Trust’s Sickness Absence and Attendance procedure. A copy of the procedure is enclosed with this letter.

I have detailed below your current absence episodes over the last rolling 12 month period and dates of meetings held with you till present.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Dates** | **Hours/Days Lost** | **Absence Reason** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
|  |  |  |  |

At the meeting we discussed the reasons for your absence INSERT DISCUSSION DETAILS. You confirmed that you do/do not require any additional support at this time OR INSERT DETAILS. E.g: We agreed that a referral to Occupational Health [is not required at this time]/[would be arranged, and this has since been done] **delete as appropriate.**

**PROMPTS FOR DISCUSSION USE WHERE APPROPRIATE:-**

Enquire as to their current wellbeing

Absence history

Personal circumstances

Disability or underlying health conditions

Reasonable adjustments to support

Exploration of any appropriate support or assistance

Whether OH advice is required

Outcome of any recent OH advice

Discussion of redeployment or alternative work (applicable only to long term sickness)

Consideration of ill health retirement where applicable

On DATE, you were advised that your absence will now be managed at Stage 1 or 2 (delete as appropriate).

During your long term absence, I will continue to meet with you on a monthly basis to review your health and wellbeing and fitness to return to work. Further indicators for the management of long term absence are as follows;

* Stage 2 – 5 continuous months since the start of the current absence
* Stage 3 – 10 continuous months since the start of the current absence

You will be advised of the necessary stages at the appropriate time throughout your current period of long term absence.

You were advised of your sick pay entitlements on XXX.

Please ensure that you familiarise yourself with your sick pay entitlements. The contractual sick pay entitlements are detailed further in Section 23 of the Trusts Sickness Absence and Attendance procedure. I would also strongly encourage you to check your payslips regularly for accuracy of pay. If you have identified an unexpected change to your pay, you have duty to inform the Payroll department at the earliest opportunity to ensure prompt action can be taken to prevent any under or over payment of sick pay. Where there is an overpayment that has been identified, the Trust reserves the right to recover any owed monies through an agreed repayment plan which will be confirmed with you prior to any deductions taking place.

In addition to the support we have discussed and agreed, the Trust also offers a wide range of health and wellbeing initiatives which I would encourage you to access:

* The Trust’s Health and Wellbeing services link: <https://www.uhb.nhs.uk/hr/well-being/>

You were encouraged that if you wish to speak to anyone in confidence or in order to receive counselling during this period the Trust has a Staff Support Service who may be contacted on 0121 371 7170, alternatively you can email StaffCounselling.Services@uhb.nhs.uk. In addition to this, you can also access the staff wellbeing page from home by typing “UHB Wellbeing” into Google search.

* You may speak in confidence with the Freedom to Speak up Guardian or Confidential Contacts who can be approached via email at FreedomToSpeakUpGuardian@uhb.nhs.uk or telephone on 0121 371 7221.

Finally, it has been good to meet you today and I wish you a speedy recovery (AMEND AS APPROPRIATE). Your next wellbeing review meeting will take place on DATE at TIME held in VENUE or teams link.

If you have any queries regarding the contents of this letter please do not hesitate to contact me.

Yours sincerely

**NAME**

**TITLE**

**WARD/DEPARTMENT**

cc Personal File