*[Use Departmental Headed Paper]*

*Speak with the employee over the telephone to discuss the invite letter before it is sent out.*

**PRIVATE AND CONFIDENTIAL**

NAME

ADDRESS

DATE

Dear NAME

**First Formal Meeting OR Formal Review invite: Long Term Sickness Absence (Managing Ill Health and Sickness Absence)**

I am writing further to our informal meeting(s) on date(s) and previous Formal meetings on [date(s)] to discuss your ill health and what support could be put in place to aid your return. Your continuing absence is a matter of concern and it is important that we consider what further support, if any, the University can offer to facilitate your return to work.

I am also now in receipt of your Occupational Health report which will help inform our conversation. *[if appropriate]*

I am therefore, inviting you to attend a formal meeting, under the University’s Managing Ill-health and Sickness Absence procedure, on date at time at venue *[Allow at least five working days]*.

You have the right to be accompanied by a work colleague or trade union representative. Please inform me as soon as possible if you intend to do so. I will be accompanied by name from HR, who will be available to advise on procedure.

The purpose of the meeting will be to discuss:

* the Occupational Health Report;
* whether you are in a position to return to work in the near future and, if you are, how the University can further support this, including any temporary adjustments required;
* any further support the University can provide to facilitate a return to work.

If there is no likelihood of your return to work, within a reasonable period, we will need to consider whether the University can continue to support your absence or whether, regrettably, a further meeting should be arranged to consider the termination of your contract, on the grounds of incapacity because of ill health.

The Managing Ill-health and Sickness Absence procedure can be viewed at <https://www.york.ac.uk/admin/hr/policies/leave-and-absence/sickness-and-ill-health/procedure/> and you should familiarise yourself with this ahead of our meeting. If you are unable to access this please let me know as soon as possible and I will provide you with a hard copy.

You may, if you wish provide me in advance of the meeting with a written submission of any information you would like to be considered.

Please let me know, as soon as possible, if you require any special arrangements to be made to enable you to attend the meeting, or if you have any questions in relation to this matter.

Finally, I understand that this can be an unsettling time, and would like to remind you of the Employee Assistance Scheme, provided by Health Assured (0800 030 5182) which is a free, confidential helpline available to provide 24 hour support to all staff.

Yours sincerely

NAME

JOB TITLE

Copy: HR