

LETTER WHEN FIT NOTE NOT RECEIVED

<Date>

PRIVATE AND CONFIDENTIAL

<Name>

<Address>

Dear <Name>

FIT NOTE NOT RECEIVED

I am sorry to learn that you are still unwell and unable to return to work. We last met/discussed your sickness absence on _____. Unfortunately, I have not received a further fit note from you to cover your absence although you agreed to send it in to me. This means that you are now out of compliance with the NHS Wales Managing Attendance at Work Policy.

You have a contractual obligation to submit a medical certificate for continued sickness absence, which should be received, at the latest, within 3 days (inclusive of rostered days off, weekends etc.) of the expiry of your last fit note. I enclose the NHS Wales Managing Attendance at Work Policy for your information and refer you particularly to Section 2, page 17 for further details.

I appreciate that this may be a difficult time for you however, I must inform you, that your absence is now unauthorised absence which is viewed most seriously by the UHB. I should be very grateful if you would contact me immediately, to discuss the above and any particular problems you may be experiencing. I will be more than happy to consider these when you contact me.

If you do not contact me by <Date> I will have no alternative but to take advice from Human Resources Department, which may have to include stopping your pay for this period. In the meantime, I look forward to speaking to you about this situation.

Yours sincerely

<Name>

<Job Title>

Enc – NHS Wales Managing Attendance at Work Policy

cc. Personal File
Human Resources

