

RECORD OF SECOND FORMAL SICKNESS MEETING

Name: _____ **Job Title:** _____

This is a record of the Second Formal Sickness Meeting that took place with you on: _____

Conducted by _____ **Job Title:** _____

The meeting was conducted in accordance with the NHS Wales Managing Attendance at Work Policy. *You were accompanied by _____. *You chose not to be accompanied and were happy for the meeting to proceed.

You confirmed that you had been absent in the last _____ months due to the following reasons:

The following support / reasonable / tailored adjustments were offered, discussed and considered:

We discussed whether there were any underlying issues, that you were aware of, which were causing you to become unwell and you informed me of the following:

You advised me that you have taken the following actions to improve your level of attendance:

The following advice and recommendations had been received from the Occupational Health Service and the following action had been taken:

I agreed that *I would/would not be referring you to the Occupational Health Service at this point.

Throughout this process I have given consideration to any disability requirements under the Equality Act 2010 that may be appropriate.

Further comments/action to be taken:

You were made aware that the following level of improvement is required in your attendance which will continue to be monitored

Where the required level of improvement, outlined above, is not achieved, a Third / Final Formal sickness Meeting may be convened.

I stressed the importance of regular attendance at work as all absences have implications for

service provision and an impact on you and other staff in the department. As discussed, at the meeting, in accordance with NHS Wales Managing Attendance at Work Policy, I am obliged to inform you that a failure to maintain a sustained improvement in your attendance will lead to further progression through the procedure and could ultimately lead to dismissal.

A copy of this record is issued to you as a record of our discussions. A further copy will be retained on your personal file.

Any further comments:

Employee's Signature _____

Date _____

Manager's Signature _____

Date _____

* delete as appropriate