

# HR & OD POLICIES

human resources and organisational development

RESOURCE PACK

## Attendance Management

### FACTSHEETS

#### [Medical Fit Note Guide](#)

Guidance on checking a fit note.

#### [General Absence Discussion Guide](#)

Guidance on how to conduct an absence discussion.

#### [Return to Work Discussion Guide](#)

Guidance on how to conduct a return to work discussion.

#### [Guide to Reasonable Adjustment](#)

Guidance on how to manage reasonable adjustments in the workplace.

#### [Tailored Adjustment Agreement](#)

A guide for manager on how to record reasonable adjustment

#### [Supporting colleagues diagnosed with cancer](#)

Support information for managers – supporting employees diagnosed with cancer

#### [Ill Health Retiral Guide – LGPS](#)

Guidance on how to manage ill health retirement for local government employees.

#### [Ill Health Retiral Guide – SPPA](#)

Guidance on how to manage ill health retirement for teachers and associated professionals.



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### [Capability Hearing Guide](#)

Guidance on how to conduct a Capability Hearing.

### [Frequently Asked Questions](#)

Frequently asked questions to assist and support employees and managers with attendance management.

## TEMPLATE LETTERS

### [Template Letter – Monitoring Period](#)

Notification of placement on monitoring period.

### [Template Letter – Monitoring Period Final](#)

Notification of placement on monitoring period final.

### [Template Letter – Phased Return to Work](#)

Letter confirming a phased return to work schedule and dates

### [Template Letter – Invite to Capability Meeting](#)

Wording for letter inviting employee to a meeting to consider termination of employee on grounds of capability.

### [Template Letter – Capability Meeting Outcome](#)

Wording for letter advising employee on health capability termination pre-hearing letter.

### [Template Letter – Invite to Capability Hearing](#)



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Wording for letter inviting employee to a hearing to discuss whether termination of employment is necessary on the grounds of capability.

### [Template Letter – Dismissal on Ground of Capability](#)

Wording for letter to employee advising of dismissal on the grounds of capability after a capability hearing.

### [Template Letter – Ill Health Retirement not awarded](#)

Wording for letter to employee advising Ill Health Retirement not being awarded.

### [Template Letter – Recommendation of Ill Health Retirement](#)

Wording for letter to employee advising Ill Health Retirement recommendation.

### [Template Letter – Implementation of Ill Health Retirement \(LG\)](#)

Wording for letter to employee advising of the implementation of Ill Health Retirement.

### [Template Letter – Unauthorised absence letter 1](#)

Wording for letter to employee advising absence from post and non-compliance

### [Template Letter – Unauthorised absence letter 2](#)

Wording for letter to employee after letter 1 advising of suspension of pay.