Dear

**Conversion of suspension from duty to sickness absence**

I refer to my letter dated <> and your suspension from duty effective from <>.

I note that you have since submitted a medical certificate that covers the period <> to <> (both dates inclusive). In order for your sickness absence to be recorded correctly, it is necessary to convert your suspension from duty to sickness absence for that period (and any medically certified period of sickness absence beyond that) whilst the disciplinary process continues. Accordingly, your medical certificate will be forwarded to Payroll and you will receive the appropriate sick pay for the above mentioned period (assuming you qualify).

The investigation will continue and the terms of suspension as set out previously will remain in place.

Should your situation alter and your GP subsequently declares you are fit to return to work prior to the conclusion of the disciplinary process, you should note that this will result in your suspension from duty being reinstated, if appropriate.

Please contact me if you have any queries on the above.

Yours sincerely

**NAME OF INVESTIGATING OFFICER**