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| XXXXXXX  XXXXXXX  XXXXXXX  XXXXXXX  XXXXXXX |  |  |
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Date

**Personal**

Dear

**Introduction of New Supporting Attendance and Wellbeing Policy**

I write to inform you about the introduction of a new attendance management policy. The new **Supporting Attendance and Wellbeing Policy** comes into effect on 1 January 2019 and replaces the Maximising Attendance Policy.

I provide a link to the new policy [Supporting Attendance and Wellbeing Policy](https://peopleanytime.aberdeencity.gov.uk/wp-content/uploads/2018/12/Supporting-Attendance-and-Wellbeing-Final-9.10.18.pdf)and will be happy to answer any questions you may have on it.

*or*

I have enclosed the new policy for your information and will be happy to answer any questions you may have on it. *(delete one)*

In common with the Maximising Attendance Policy, the Supporting Attendance and Wellbeing Policy has 3 stages. Your attendance is currently being monitored at Stage **<insert stage number>** of the Maximising Attendance Policy. I write to advise that with effect from 1 January 2019 your attendance will be monitored at Stage **<insert same stage number>** of the Supporting Attendance and Wellbeing Policy.

We will meet as planned on the date confirmed at the end of this review period for your next review meeting to discuss your **<attendance during the review period/ current absence>**. You may, if you wish, be accompanied by a trade union representative or work colleague at this meeting. At the end of the meeting, I will take a decision as to the outcome of Stage **<insert stage>**, in accordance with the Supporting Attendance and Wellbeing Policy.

I would like to draw your attention to some of the key changes in the Supporting Attendance and Wellbeing policy (compared to the previous policy) that you should be aware of:

* There is one procedure for managing all absence regardless of the length of the absence. There are no longer separate procedures for managing short and long-term absence.
* The employee is provided with a summary and outcome of Supporting Attendance and Wellbeing meetings in writing by their line manager at the time of the meeting using a Supporting Attendance Record (Stages 1, 2 and 3 of the policy).
* The new policy outlines the support and advice available to both managers and employees. I would encourage you to read these sections of the policy and identify any measures that would be of benefit in relation to future attendance. The policy is available on the People Anytime portal on the Zone and from line managers.

If you have any questions about the introduction of the new policy, please discuss these with me in the first instance.

Yours sincerely

**NAME**

**JOB TITLE**

Cc – HR Service Centre – for employee’s personal file