

Managing Attendance Procedure

Following your recent Occupational Health Report, you have been granted Ill Health Retirement – Tier 1. To confirm, in order to access your pension benefits, as a member of support staff and a requirement under the local government pension scheme, you are required to be dismissed from your employment at the school. For this to happen a brief hearing needs to take place before a panel of governors to hear your case. Once the termination of your employment has been approved, you will be able to access your pension benefits under your pension scheme. Therefore, in order to be able to do this as smoothly as possible, please can you confirm that you agree to the following terms:

1. To expedite matters you have the right to waiver the Schools' Managing Attendance process and proceed your case directly to a hearing. There is also not a requirement for you to attend the hearing if you are not well enough to do so and have the option to send in written submissions to support your case.
2. Confirmation that you would like to waive your 10 working days' notice period to the hearing for this to be held as soon as possible.

Therefore, could I please ask that you sign this letter confirming the above and return a copy to me. I will then proceed to arrange a hearing and send you the hearing papers for your information.

Please do not hesitate to contact if you require any further clarification.

Yours sincerely

XXXXX

☐ I am happy to waiver my rights to continue with the schools' managing attendance process and proceed directly to a hearing to be dismissed.

☐ In addition, I do not wish to attend the hearing (optional)

☐ I enclose my written submissions to support my case (optional)

NAME: _____

SIGNATURE: _____

DATE: _____