**Letter 1**

Sickness Certificates

I understand that you have been absent for work since DATE. For absences over 7 calendar days you are required to provide a GP’s certificate confirming your reason for absence.

Further to your continued absence, your GP certificate expired on DATE, you are therefore urgently required to provide a further GP certificate.

If you have not submitted a valid GP certificate for this period by [3 working days time], we will have no alternative to consider this period as unauthorised and unpaid leave which is likely to result in disciplinary action.

I should also like to take this opportunity to set out my expectations of you in respect of advising us of your absence at any time.

1. If you are not intending to return to work at the end of a GP certificate, you must notify us no later than the day before the expiration of your existing certificate.
2. You must submit a GP’s certificate **within 3 working days** of the expiry of your self certificate or previous GP certificate as applicable.
3. If you return to work without notifying us of your return and we have already arranged alternative shift cover, we reserve the right to send you home without pay.

If you have any queries about this letter, please do not hesitate to contact me.

**Letter 2**

Further to our letter to you of [date], a copy of which is enclosed, I am disappointed to learn that you have not submitted a further GP certificate since your last certificate expired on [date].

I have arranged a meeting for [date] at [time] to discuss your failure to follow the correct absence notification procedures and consequently your unauthorised absence from work. You may be accompanied at this meeting by a colleague or trade union representative. The Company views unauthorised absence as a gross misconduct offence, the outcome of this meeting may therefore be your termination with immediate effect.

If you fail to provide an up-to-date certificate or to attend our meeting on [date] then the meeting may proceed in your absence. Please note that The Company will deem one week’s unauthorised absence with no contact to be your resignation.

I appreciate that you may have a legitimate reason for being unable to provide an up-to-date certificate, it is therefore of the upmost importance that you contact me as soon as possible in order that we may be able to support you if you are currently experiencing any difficulties.

I must advise you that you are currently on unauthorised, and therefore unpaid leave until such time as you submit a valid GP certificate for the period [date] onwards.