

## IAM Template Letter #1

PERSONAL & CONFIDENTIAL

DATE

NAME

POSITION

DEPARTMENT

Sample

Dear Employee:

**RE: ABSENTEEISM SUPPORT AND ASSISTANCE PROGRAM**

This will confirm our meeting of [date] which was held to discuss concerns regarding your absenteeism. In attendance at this meeting, in addition to myself, was/were [name(s)]. To confirm, the employer does not doubt the legitimacy of the absences. The purpose of this Step #2 meeting was to review, in consultation with you, whether opportunities exist through the development of a plan to reduce the number of future absences. This meeting and the discussion about your absences is not disciplinary and does not constitute or create a disciplinary record.

The comparator group used by the employer for the purposes of assessing the average level of absence was the [insert comparator group], which has an average absence level of [ ] hours over the last [insert time period used] period of time. Your sick time utilization rate over that same period was [ ] hours.

Due to the number of absences experienced, the employer determined it appropriate, as part of the plan to assist you in your efforts to reduce your levels of absence, to enroll you in an Individualized absenteeism Management Program (IAM). A written description of this program was shared with you and you are encouraged to review this material and to direct any questions to me. We appreciate your commitment to participate in this program and your personal commitment to improve your future absenteeism. At a minimum, you are required to establish and maintain attendance that is equal to, or better than, the comparator group. Failure to achieve this may result in us moving to Step #3 of IAM.

As part of the program, the following options/efforts will be pursued to assist in your efforts to reduce your level of absence:

- [List the actions/steps that were committed to during the meeting by any of the participating parties]

These actions, together with your number of absences, will be reviewed at our next meeting which is scheduled for [insert date]. If you encounter any difficulties with matters affecting your absenteeism prior to the next meeting, you are encouraged to contact me, your union or other supports available to assist you as quickly as possible so that we can work together to address them.

We trust that our joint efforts will succeed in assisting you in your commitment to regular attendance in the future.

Sincerely,

cc: HRC  
Employee file  
MGEU