

Elements of an Attendance Support and Assistance Program Letter

1. Intro, meeting date, individuals in attendance, purpose of meeting
2. State non-disciplinary (non-culpable) (culpable – performance management)
3. Review of attendance record
4. Group comparator average
5. Options that are available to assist in reduction of absences
6. Set expectations – attendance equal or better than comparator group
7. Encouragement to stay in contact & EAP awareness statement
8. Manager recommended to contact LR before meeting planning