

Adran 6.8 – Enghraifft o Lythyr yr Adolygiad Terfynol

Annwyl _____,

Ysgrifennaf atoch i gadarnhau canlyniad y cyfarfod adolygu terfynol a gefais gyda chi ar _____ yn _____. Diben y cyfarfod oedd trafod â chi fy mhryderon mewn perthynas â'ch lefelau absenoldeb oherwydd salwch. Roedd _____ hefyd yn bresennol yn ystod y cyfarfod hwn.

Esboniais fod eich rheolwr llinell _____ wedi mynegi pryderon i mi ynglŷn â'ch lefelau absenoldeb. Y rheswm dros y pryderon hyn oedd am eich bod wedi cael _____ diwrnod / achos o absenoldeb yn ystod y _____ mis diwethaf. Rhoddais i chi gopi o'ch cofnod absenoldeb oherwydd salwch yn ystod y cyfarfod.

Fel y gwyddoch, rydych wedi cyfarfod â'ch rheolwr llinell ar ____ achlysur cyn y cyfarfod adolygu hwn. Yn ystod y cyfarfodydd blaenorol hyn, trafodwyd eich cofnod absenoldeb, rhoddwyd cymorth i chi megis _____ a chytunwyd ar gamau gweithredu megis _____.

Yn ystod y cyfarfod adolygu ar _____ bu i ni drafod eich lefelau absenoldeb oherwydd salwch ymhellach ynghyd â'r rhesymau dros yr absenoldeb. Eich ymateb oedd _____. Roeddem hefyd wedi trafod a oedd unrhyw gymorth ychwanegol y gellir ei gynnig i chi megis _____.

Roeddem wedi cytuno y byddwn yn rhoi'r mesurau a ganlyn mewn lle –

(Cynnwys cyfeiriad at y mesurau cefnogi y cytunwyd arnynt a'r targedau a osodwyd, ynghyd ag amserlenni)

Ailadroddais ei fod yn bwysig petaech yn parhau i gael problemau sy'n effeithio ar eich cofnod presenoldeb eich bod yn trafod y rhain â'ch rheolwr llinell, fel y gall ef / hi benderfynu a oes unrhyw gymorth pellach y gellir ei gynnig i chi.

Rwy'n gobeithio y bydd y mesurau yr ydym wedi cytuno arnynt yn eich helpu i wella eich presenoldeb. Fodd bynnag, os na fydd gwelliant digonol yn lefelau eich presenoldeb yn ystod y _____ mis nesaf, efallai y bydd angen i mi gynnal gwrandawriad gallu gyda chi. Fe ddylwn eich rhybuddio mai un o ganlyniadau posibl y gwrandawriad gallu yw y gellir terfynu eich cyflogaeth.

Rwy'n gobeithio y bydd hyn yn egluro'r pwyntiau a drafodwyd ac y gwelir gwelliant sylweddol a pharhaus yn lefelau eich presenoldeb.

(os yw'n briodol) Amgaeaf ail gopi o'r llythyr hwn ac efallai y byddwch yn dymuno'i anfon ymlaen at eich cynrychiolydd.

Yn gywir,

Cyfarwyddwr _____

c.c. Gwasanaeth Personél (ar gyfer ffeil bersonol y gweithiwr)

Section 6.8 – Example of Final Review Letter

Dear _____,

I am writing to confirm the outcome of the final review meeting I held with you on _____ at _____. The purpose of the meeting was to discuss with you my concerns relating to your levels of sickness absence. Also present at this meeting was _____.

I explained that your line manager _____ has expressed concerns to me regarding your absence levels. The reason for these concerns was that you have had _____ days / instances of absence during the past _____ months. I gave you a copy of your sickness absence record at the meeting.

As you are aware, you have met with your line manager on _____ occasions prior to this review meeting. At these previous meetings your absence record was discussed, support was provided to you such as _____ and actions were agreed such as _____.

At the review meeting on _____ we discussed further your sickness absence levels and reasons for absence. Your response was _____. We also discussed whether there was any additional support that could be provided to you such as _____.

We agreed that the following measures would be put in place –

(Include reference to support measures agreed and targets set, with timescales)

I reiterated that it was important that if you continue to experience problems that impact upon your attendance record you discuss these with your line manager, so that he/she can determine whether any further support could be made available to you.

I hope that the measures that we have agreed will help you to improve your attendance. However, if there is an insufficient improvement in your attendance levels during the next _____ months, I may need to hold a capability hearing with you. I should warn you that one of the possible outcomes of the capability hearing is that your employment could be terminated.

I hope that this clarifies the points we discussed and that there is a significant and sustained improvement in your attendance levels.

(if appropriate) I enclose a second copy of this letter that you may wish to pass to your representative.

Yours sincerely,

Director of _____

c.c. Personnel Service (for employee's personal file)

