

Adran 6.6

Enghraifft o Lythyr yr Adolygiad

Annwyl _____

Ysgrifennaf atoch i gadarnhau canlyniad y cyfarfod adolygu 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 mai'r rheswm dros fy mhryder 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, rydym wedi cyfarfod ar ____ achlysur cyn y cyfarfod adolygu hwn, mewn cyfarfodydd dychwelyd i'r gwaith, pryd y trafodwyd eich lefelau absenoldeb oherwydd salwch, pa gymorth sydd ar gael i chi megis _____ a pha gamau pellach i'w cymryd, a oedd yn cynnwys _____.

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.)

Esboniais ei fod yn bwysig petaech yn parhau i gael problemau sy'n effeithio ar eich cofnod presenoldeb eich bod yn trafod y rhain â mi, fel y gallwn 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 gyfeirio'r mater at _____ a all benderfynu cwrdd â chi am gyfarfod adolygu pellach. Os, ar ôl y cyfarfod adolygu hwn, yr erys gwelliant annigonol yn eich cofnod presenoldeb, gall y mater gael ei gyfeirio at y Cyfarwyddwr _____ - a all ddewis cynnal gwrandawriad gallu gyda chi, lle gall penderfyniadau gael eu gwneud ynghylch parhau â'ch 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,

Pennaeth _____

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

Section 6.6

Example Review Letter

Dear _____

I am writing to confirm the outcome of the 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 the reason for my concern 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, we have met on _____ occasions prior to this review meeting, at return to work meetings, where we have discussed your sickness absence levels, what support is available to you such as _____ and what further actions to take, which have included _____.

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 explained that it was important that if you continue to experience problems that affect your attendance record you discuss these with me, so that we 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 refer the matter to _____ who may choose to meet with you for a further review meeting. If, following this review meeting there remains insufficient improvement in your attendance record the matter may be referred to the Director of _____ - who may choose to hold a capability hearing with you, where decisions may be made regarding your continued employment.

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

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

Yours sincerely,

Head of _____

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

