

PRECAUTIONARY SUSPENSION FROM DUTY  
MODEL LETTER

Date

Dear

**PRECAUTIONARY SUSPENSION FROM DUTY**

I am writing to confirm the decision conveyed to you today that you are immediately suspended from duty pending further investigation into the following allegation(s) of gross misconduct which have been made against you: -

- *Specify the allegation(s)*

I emphasise that this is a precautionary (not disciplinary) suspension to allow time for the alleged misconduct to be fully investigated and dealt with under the provisions of the disciplinary procedures applying to your post. I enclose a copy of these for information. One of the following actions will be taken at the conclusion of the investigation: -

- (a) Should the investigation identify that there is sufficient evidence of gross misconduct to justify the matter being progressed a disciplinary hearing will be arranged under the disciplinary procedures. You will be given, in writing, details of the hearing and provided with full details of the allegation(s), together with the evidence contained in the investigation report. Your precautionary suspension will remain in force until after the disciplinary hearing. Should there be no formal action or action short of dismissal arising from the hearing the precautionary suspension will be lifted
- (b) Should the investigation identify that there is sufficient evidence of misconduct to justify the matter being progressed, but that the alleged misconduct does not constitute gross misconduct, a disciplinary hearing will be arranged under the disciplinary procedures as set out above. As the investigation has identified that the alleged offence is not one of gross misconduct the precautionary suspension will be lifted when you are notified of the outcome of the investigation.
- (c) Should the investigation identify that there is no evidence, or insufficient evidence, of misconduct to justify the matter progressing to a hearing the suspension will be lifted and a disciplinary hearing will not be held. You will be notified of this in writing.

You will continue to receive your salary in accordance with the disciplinary procedures and your terms and conditions of service during the period of the suspension.

Whilst you are suspended from duty the following terms apply:-

**Co-operation with the Investigation**

The investigation will be undertaken (*name of investigating officer*) who will be contacting you to arrange an interview in due course.

**or** (*if the investigating officer has not been identified the time of suspension*)

*You will be advised who will be undertaking the investigation in the near future.*

You must make yourself available during normal working hours to co-operate with the investigation into the alleged offence(s), either at work or at a place away from your normal place of work if appropriate.

NOTES:

You must seek permission from your manager for any commitments during normal working hours which would make you unavailable to co-operate with the investigation process e.g. scheduled annual leave.

### **Visiting your place of work**

You must not report for normal duty

You must not visit (*location*) or any other (*locations*) of the Department without written authorisation from one of the managers identified below.

### **Contact with Work Colleagues**

During the period of suspension you should not contact any employee of the Department/Division, (NOTE: *identify the extent of the restriction bearing in mind the practicality [e.g. is this practical if the employee has close relatives/partners etc working in the same area - make appropriate named exceptions]; size of the organisation [for the larger departments does this need to be the entire department]*) except your representative without the consent of one of the managers identified below. (NOTE: *In practice it may be difficult to prevent ordinary social contact with other staff outside working hours. However, such contact should not extend to trying to influence witnesses etc outside normal hours and should allow action to be taken if there is evidence of this*).

### **Sickness during Suspension**

Should you be certified (self certification or certification by a doctor under the terms of the sick pay scheme) as unfit to perform the duties of your post during the precautionary suspension your pay for the period of certified sickness will be based on the provisions of the sick pay scheme and the period will be treated as sick absence.

If you are unfit for work due to illness you should also advise your manager whether you are fit to co-operate with the investigation during this period (as some conditions may allow this even though you are not fit to carry out the full range of duties of your post), seeking the advice of your GP if he/she has certified you as unfit for work

During the period of certified sickness the terms of the suspension relating to visiting your place of work and contact with work colleagues set out above will continue to apply.

If you wish to discuss any matters relating to your suspension from duty you should request to speak to one of the following managers during normal office hours:

*(names and contact tel nos for at least 2 managers).*

Yours sincerely