Dear [employee]

**MANDATORY COVID19 VACCINATION**

Further to our meeting on [date], I am writing to confirm our discussions and the way forward.

I understand that you are currently pregnant and your EWC is [date], whilst guidance indicates that it is safe for both you and your baby to receive the vaccination whilst pregnant we are sympathetic to your current reluctance.

If you choose not to have the vaccine I can confirm that your options are to either start your maternity leave on or prior to 11 November 2021 or use annual and/or unpaid leave from 11 November 2021 until the start of your maternity leave. In the circumstances we will allow you to take all annual leave that would be accrued during your paid maternity leave period prior to your maternity leave start date.

You will need to provide evidence of your vaccination status prior to returning to work from maternity leave and prior to using any KIT days.

In the meantime I have arranged for you to meet with [name] who is one of our vaccine champions on [date] at [time]. This is an informal opportunity for you to be able to discuss your concerns with a peer who has chosen to have the vaccine. I will meet with you again on [date] at [time] as the next step in the consultation process. If you are unable to attend our meeting or your meeting with [name] then please contact me to arrange an alternative date and time.

In the event that you choose not to have the vaccine prior to or during your maternity leave the consultation will be paused during your maternity leave and will recommence prior to your return to work. I must advise you that if you decide not to have the vaccine then we may be left with no alternative but to dismiss you with notice as you cannot continue in our employment without being fully vaccinated due to a regulatory requirement that has been placed upon all Care Homes with effect from 11 November 2021.

If you have any queries or concerns about this letter or the process that we are following then please do not hesitate to contact me.

Yours sincerely

Registered Manager