**Medical Exemption but No COVIS Pass Dismissal Meeting Script**

Further to my letter of [date] and your temporary self-certificate that expires on 23 December, you have been asked to provide a COVID Pass but you have not yet done so. Can you help me understand why please?

**Applied but not received yet** - Does the employee have any evidence to indicate where they are in the application process?

 **Yes** - You may wish to place the employee on unpaid leave pending receipt

 **No** - Proceed to give notice

As you have not provided an NHS COVIS Pass and cannot provide evidence that an application for a COVID pass is in progress, I regret that we are now left with no alternative to give you notice of your dismissal.

To be clear this is not a disciplinary matter, there is “some other substantial reason” for dismissal (SOSR for short which is that you cannot continue to work in your position without the us contravening our registration. This won’t effect your “record” and will not prevent you from getting a reference from us.

We have a duty to consider redeployment but due to the nature of our business we don’t have any redeployment opportunities that do not fall under the same requirement to be vaccinated.

As you have XX years service you are entitled to XX weeks notice, you are required to work your notice up to 23 December which will be your last day of employment.

*Note: You will need to pay in lieu of notice for any part of the notice period not worked.*

I will write to you to confirm this decision and will include any remaining holiday that you can either book in the usual way or receive pay in lieu for. We’ll make arrangements nearer to the day regarding return of uniform etc.

*Optional: You’ve been a valued member of the team and we’ll miss you, we’d like to find a way to say our goodbyes, how do you feel about that?*

Do you have any questions?