

Mr William TAYLOR  
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Dear Mr JONES,

**Disciplinary Hearing**

I am writing in regards to the disciplinary hearing I am required to attend on Wednesday 21st October 2009 at 10am. I am concerned that I am expected to attend work on Tuesday 20th October 2009 from 16:30 until 02:30. Although I realise this has been amended for me to leave at 11pm I still feel that this does not give me adequate time before meeting my representative at 8am, especially considering it takes 1 hour for me to travel home and another hour to travel back to work. I am also concerned about the fact that I am currently expected to attend work on Wednesday 21st October 2009 from 16:30 until 02:30, although I do realise this could be affected by the outcome of the hearing.

I'm sure you are aware that I will be required to complete a return to work program due to my recent leave and will therefore not be taking live calls on these shifts. I also have set shifts due to childcare commitments and because I am the main carer for my disabled partner. I would appreciate your help and guidance in resolving this issue and await any suggestions you have to rectify this situation.

William TAYLOR