

DIVISION OF ADMINISTRATION

NON-DISCIPLINARY REMOVAL FOR UNSCHEDULED ABSENCES POLICY

UNSCHEDULED ABSENTEEISM NOTICE

TO: _____ (EMPLOYEE)

FROM: _____ (SUPERVISOR)

DATE: _____

RE: **NOTICE OF OCCURRENCE**

On _____, you were absent from work from _____ to _____ without having secured permission in advance from an authorized supervisor. This absence constitutes an occurrence under the DOA's Non-Disciplinary Removal For Unscheduled Absences Policy.

REASON GIVEN FOR ABSENCE: _____

This absence, totaling ____ hours, was coded as:

Annual Leave: _____

Compensatory Leave: _____

Sick Leave: _____

Leave Without Pay: _____

As of this date, this is your _____ occurrence under this policy within the applicable twenty-six week period.

You are again reminded that this policy, as authorized by Civil Service Rule 12.6(a)2, provides for the non-disciplinary removal of an employee who has seven or more unscheduled absences during any consecutive twenty-six week period.

c: Human Resources Director