



STATECIVILSERVICE

JOB AIDS AND RESOURCES
Template – Notice of the
Sixth Unscheduled Absence
(assumes hand delivery)

June 10, 2013

Memo

To: Employee
From: Person Authorized by Agency
Re: Attendance: sixth unscheduled absence

By memo dated March 28, 2013, I notified you that your attendance required improvement and that your future unscheduled absences would be counted for purposes of Civil Service Rule 12.6(a)2. You have now accumulated your sixth unscheduled absence during a twenty-six week period:

- March 30, 2013 – called-in sick; did not report for work; no prior leave approved
- April 4, 2013 – called-in; sick child; did not report for work; no prior leave approved
- April 26, 2013 – arrived two hours late for work; no prior leave approved
- May 3, 2013 – called-in; car trouble; did not report for work; no prior leave approved
- May 15, 2013 – called-in; car trouble again; did not report for work; no prior leave approved
- June 6, 2013 – failed to report to work; no prior leave approved

Your next unscheduled absence during the twenty-six week period beginning March 30, 2013, and ending September 28, 2013, will subject you to removal.



Hand delivered to employee on _____, 20____, at _____ .m.

Deliverer's signature

Employee's signature

NOTE: If Employee will not sign for the letter, Deliverer should so state.