

WRITTEN NOTICE OF SIX (6) UNSCHEDULED ABSENCES

To: (- EMPLOYEE -)

From: (- SUPERVISOR -)

Date: _____

RE: **Written Notice of Sixth (6th) Unscheduled Absence – Civil Service Rule 12.6(a) 2**

NOTE TO SUPERVISOR: *This form is to be used for notice of the 6th unscheduled absence within a consecutive 26-week period after the employee was notified of the imposition of this rule. An unscheduled absence occurs when an employee is absent from work without having obtained approved leave prior to the absence.*

This memo is to advise you that your absence on (- DATE-) has been documented as your sixth (6th) unscheduled absence in accordance with Civil Service Rule 12.6(a) 2.

On (- DATE "A", THE DATE THE E/EE SIGNED FOR THE IMPOSITION NOTICE A.2.37(a)-), you were notified that your consistent unscheduled absences, including tardiness, had become problematic, your attendance was in need of improvement, and to assist you in making the necessary improvement in your attendance, the provisions of Civil Service Rule 12.6(a) 2 were being imposed upon you. You were also advised that beginning (- DATE "A"), if you exceed seven unscheduled absences (absences that are not pre-approved in accordance with this policy) within any twenty-six consecutive week period, you may be non-disciplinarily removed from employment.

Correcting your absenteeism problem is imperative. Should you incur seven (7) unscheduled absences within the twenty-six consecutive week period that began on (- DATE OF FIRST UNSCHEDULED ABSENCE-); you may be non-disciplinarily removed from employment.

Civil Service Rule 12.6 – Non-disciplinary Removals

12.6 Non-disciplinary Removals.

(a) An employee may be non-disciplinarily removed under the following circumstances:

1. When, on the date the notice required by Rule 12.7 is mailed, hand delivered, or orally given, the employee is unable to perform the essential functions of his job due to illness or medical disability and has fewer than eight hours of sick leave. An employee removed under this provision shall be paid for all remaining sick leave.
2. **When, after the employee has been given written notice that his attendance requires improvement and copy of this rule, an employee has seven or more unscheduled**

absences during any consecutive twenty-six week period. The employee shall also be given written notice each time he incurs a sixth unscheduled absence during a consecutive twenty-six week period. An unscheduled absence occurs when an employee is absent from work without having obtained approval leave prior to the absence. Approval of leave, after the fact, to cover an unscheduled absence shall not prevent the absence from being considered unscheduled. A continuous absence for the same reason is one unscheduled absence, regardless of its duration.

- 3. When, as a result of conduct that was not work related, the employee fails to obtain or loses a license, commission, certificate or other accreditation that is legally required for the job.
- 4. When the employee holds more than one position in the state service and the multiple employment causes an employing agency to be liable for overtime payments under the Fair Labor Standards Act and, after having been provided the opportunity to do so, the employee has refused to resign from one of the positions.
- 5. When there is cause from dismissal, but the cause is not the employee's fault.

(b) When an employee is removed under this Rule, the adverse consequences of Rules 6.5(c); 22.4(d); 23.16(a)4; 23.13(b); 11.18(b) and 17.25(e)4 shall not apply.

REQUIRED SIGNATURES:

MY SIGNATURE BELOW ACKNOWLEDGES THAT I HAVE READ AND RECEIVED THIS NOTICE AND A COPY OF CIVIL SERVICE RULE 12.6 – NON-DISCIPLINARY REMOVAL

_____	_____
EMPLOYEE	DATE
_____	_____
SUPERVISOR	DATE
_____	_____
APPOINTING AUTHORITY	DATE

C: Supervisory File (w/ signatures)