



STATECIVILSERVICE

JOB AIDS AND RESOURCES

Template – Removal under Rule 12.6(a)1
(Assumes delivery by mail)

NOTE: Notice of proposed action/opportunity to respond must precede this letter. (Rule 12.7)

September 30, 2012

Employee
123 Green Road
City, LA 70000

Dear Employee:

By letter dated and mailed on September 13, 2012, I advised you that I proposed to non-disciplinarily remove you from your position under Civil Service Rule 12.6(a)1 and gave you an opportunity to respond. As of that date you had fewer than eight hours of sick leave and, according to the physician's certificate you provided, you were medically unable to perform the essential functions of your job as a _____

_____.

I received your response to the proposed action on September 19, 2012. Your response did not persuade me to change the proposed action. Therefore, you will be removed from your position under Civil Service Rule 12.6(a)1, effective 4:30 p.m., October 8, 2012. Because this is a non-disciplinary removal, you retain certain eligibilities and rights should you seek state employment in the future.

You have the right to appeal this action to the State Civil Service Commission within 30 calendar days following the date you receive this notice. The appeal procedure is contained in Chapter 13 of the Civil Service Rules, which is available from the Department of State Civil Service or your Human Resource office.

Sincerely,

Appointing Authority