



STATECIVILSERVICE

## JOB AIDS AND RESOURCES

### Template – Proposed Removal under Rule 12.6(a)2 *(Assumes hand delivery)*

June 18, 2013

Dear Employee:

By memo dated and delivered to you on March 28, 2013, your manager notified you that your attendance required improvement and that future unscheduled absences would be counted for purposes of Civil Service Rule 12.6(a)2. After each unscheduled absence, your manager advised you that you had accumulated yet another unscheduled absence and stressed the importance of reporting to work as scheduled. By memo dated and delivered to you on June 10, 2013, your manager notified you that you had accumulated six unscheduled absences within a twenty-six week period and that your next unscheduled absence within that twenty-six week period would subject you to removal. Since then, you had another unscheduled absence: on June 12, 2013, you were two and one-half hours late for work; you had not obtained leave prior to your absence. During the twenty-six week period beginning on March 30, 2013, and ending on September 28, 2013, you had the following unscheduled absences:

- 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
- June 12, 2013 – arrived two and one-half hours late; no prior leave approved

Therefore, I propose to non-disciplinarily remove you from your position under Civil Service Rule 12.6(a)2, which is a non-disciplinary removal that does not disqualify you from certain re-employment eligibilities and rights. This rule allows a non-disciplinary removal when, after the employee has been given written notice that his attendance requires improvement and a copy of this rule, an employee has seven or more unscheduled absences during any consecutive twenty-six week period. An unscheduled absence occurs when an employee is absent from work without having obtained approved 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.

To support these allegations, I have your leave requests, your supervisor's attendance log, and the front desk call-in log. Copies are attached.

You have the right to respond, in writing, to this proposed action. This is your opportunity to explain why I should not consider these absences unscheduled and/or why you believe you do not have seven unscheduled absences and/or why I should not remove you. Your response is due \_\_\_\_\_, and may be mailed to \_\_\_\_\_, faxed to \_\_\_\_\_, or emailed to \_\_\_\_\_.

After I have considered your response, I will advise you in writing what action I will take, if any.

Sincerely,

Appointing Authority

Attachments:

- Leave requests
- Supervisor's attendance log
- Front desk call-in log

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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.