



STATECIVILSERVICE

## JOB AIDS AND RESOURCES

Template – Proposed Removal under  
Rule 12.6(a)5  
*(Assumes notice by mail)*

October 10, 2013

Dear Employee:

You have not reported for work since August 5, 2013. Ordinarily, this would constitute job abandonment and would result in a disciplinary dismissal. However, circumstances beyond your control prevented you from reporting for work: Hurricane \_\_\_\_\_ destroyed your home, resulting in your moving to Oklahoma City to live with relatives. Although your inability to report for work is not your fault, your duties as a \_\_\_\_\_ cannot go unperformed and this agency cannot continue to pay overtime to your co-workers who have absorbed your workload.

I propose to remove you from your position under Civil Service Rule 12.6(a)5, which is a non-disciplinary removal that does not disqualify you from certain re-employment eligibilities and rights. A copy of Rule 12.6 is attached.

You have the right to respond, in writing, to this proposed action and to explain why I should not remove you or why I should take some other action. Your response is due by 4:30 p.m. on \_\_\_\_\_, 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

Attachment: Rule 12.6