



STATECIVILSERVICE

JOB AIDS AND RESOURCES

Template – Removal under Rule 12.6(a)5

(Assumes delivery by mail)

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

November 5, 2012

Dear Employee:

You have not reported for work since August 5, 2012. 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 have considered your response to the proposed action. However, this agency cannot hold your position until June 2013, when you anticipate returning to Louisiana.

Therefore, you will be removed from your position effective at 4:30 p.m. November 13, 2012, under Civil Service Rule 12.6(a)5. This is a non-disciplinary removal that does not disqualify you from certain re-employment eligibilities and rights.

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