

SAMPLE – Unauthorized Leave and Written Warning

[Date]

[Name]

[Address]

Via **[Hand Delivery OR Certified Mail No. _____]**

Dear **[Mr./Ms. Last Name]:**

The purpose of this letter is to notify you that your absence beginning at **[time]** on **[day]**, **[date]** through **[time]** on **[day]**, **[date]** is being charged as unauthorized leave. Secondly, this letter serves as a written reprimand for failing to appropriately request and receive approval for paid leave, and for failing to follow the established procedure for calling in to report an unscheduled absence. It is important for you to understand that taking unauthorized leave is misconduct for which this disciplinary action is being taken, and any further incidents of misuse of leave, or other inappropriate conduct, will result in more severe disciplinary action, up to and including dismissal.

Approval was granted to you for annual leave for **[day]**, **[date]** through **[day]**, **[date]**, and you were scheduled to return to work on **[day]**, **[date]**, but failed to do so. On **[day]**, **[date]** you called and reported you were having transportation problems; therefore, you were granted an additional eight (8) hours of emergency annual leave for that day. You were expected to return to work on **[day]**, **[date]**, however, you did not report for work until **[time and day]**, **[date]**.

You not only failed to return to work on **[date]**, as expected, but also failed to report to work on **[date(s)]**, and did not contact your supervisor on any of these days to request additional time off or to explain your absence. It is your responsibility to keep your supervisor informed of any emergency which prevents you from being at work as scheduled. Failure to do so is absence without authorization for approved leave and will result in your pay being docked.

[Include details regarding previous counseling, warnings, suspensions, etc., related to the same offense.]

According to the *Administrative Rule of the West Virginia Division of Personnel*, W. VA. CODE R. §143-1-1 et seq., subsection 14.6 - Unauthorized Leave:

[Insert current Subsection 14.6 here]

In accordance with the *Rule*, your paycheck will therefore be docked for twenty-four (24) hours in the pay period beginning **[date]**. Since you are eligible to accrue tenure and leave only while in a paid status, your annual and sick leave accrual, as well as your tenure for the month of **[date]**, will be prorated and reduced accordingly.

[Insert relevant details regarding call-in procedure, requesting in advance, etc.]

Sample Letter Unscheduled Absences

JR Anderson



Sample Letter Unscheduled Absences:

The Hiring and Firing Question and Answer Book Paul Falcone, 2002 Fast answers to the most pressing questions about how to safely effectively hire and fire employees **Supervisors guide to attendance improvement** United States Postal Service, 1984 **101 Sample Write-Ups for Documenting Employee Performance Problems** Paul Falcone, 2010-03-24 Whether you re addressing an initial infraction or handling termination worthy transgressions you need to be 100 percent confident that every employee encounter is clear fair and most importantly legal Thankfully HR expert Paul Falcone has provided this wide ranging resource that explains in detail the disciplinary process and provides ready to use documents that eliminate stress and second guessing about what to do and say Revised to reflect the latest developments in employment law the third edition of 101 Sample Write Ups for Documenting Employee Performance Problems includes expertly crafted easily customizable write ups that address sexual harassment absenteeism insubordination drug or alcohol abuse substandard work email and phone misuse teamwork issues managerial misconduct confidentiality breaches social media abuse and more With each sample document also including a performance improvement plan outcomes and consequences and a section of employee rebuttal it s easy to see why over 100 000 copies have already been sold making life for managers and HR personnel significantly easier when it comes to addressing employee performance issues **Disability Management** Dianne E. G. Dyck, 2002 **Activities of the House Committee on Government Reform** United States. Congress. House. Committee on Government Reform, 2001 **Non-binding Legal Effect of Agency Guidance Documents** United States. Congress. House. Committee on Government Reform, 2000 **The Employer's Handbook 2012-13** Barry Cushway, 2012-06-03 The Employer s Handbook has established itself as a source of reliable unambiguous guidance for for all small to medium sized employers clearly identifying the legal essentials and best practice guidelines for effective people management The book is a comprehensive source of hands on advice on the increasingly complex legal framework now governing UK employment law including guidelines on age discrimination legislation and the latest employment tribunal procedures Coverage includes recruitment contracts benefits performance management maternity and paternity rights personnel records and data protection terminating employment and ensuring the health safety and welfare of employees It also provides access to downloadable templates forms and policy documents for dealing with key employment issues

Mandated Benefits 2019 Compliance Guide (IL) Buckley, 2018-12-26 State by State Guide to Human Resources Law is the most comprehensive authoritative guide to the employment laws of the 50 states and the District of Columbia It is designed to provide quick access to each state s laws on the expanding number of issues and concerns facing business executives and their advisors the professionals in HR compensation and employee benefits who work in multijurisdictional environments This 1 guide to HR law in every state will help you to Find accurate answers fast with our easy to use format and full citation to authority Compare and contrast employment laws between states Ensure full regulatory compliance and avoid legal

entanglements Get instant access to clear coverage of key topics including state health care reform initiatives FMLA same sex unions workers comp and much more And much more State by State Guide to Human Resources Law 2018 Edition has been updated to include In depth coverage of the Supreme Court s recent same sex marriage decision and its implications for employment law Discussion of three important Title VII cases involving pregnancy discrimination religious discrimination and the EEOC s statutory conciliation obligation Analysis of private sector employment discrimination charges filed with the EEOC during FY 2014 including charge statistics with a breakdown by type of discrimination alleged Coverage of recent state and federal legislative efforts to prohibit employers from requiring employees and job applicants to disclose their passwords to social media and private e mail accounts as a condition of employment Discussion of the Supreme Court s recent PPACA decision and its effect on the federal and state health insurance exchanges Update on the Domestic Workers Bill of Rights now enacted in six states Coverage of the growing trend to raise state minimum wage rates and to increase penalties for violations of wage and hour laws Update on workplace violence prevention efforts and related issues Coverage of state laws requiring employers to provide pregnant workers with reasonable accommodations including longer or more frequent rest periods And much more Previous Edition State by State Guide to Human Resources Law 2018 Edition ISBN 9781454883722 Mandated Benefits Compliance Guide 2015 Balser Group,2014-12-01 Mandated Benefits 2015 Compliance Guide is a comprehensive and practical reference manual covering key federal regulatory issues that must be addressed by human resources managers benefits specialists and company executives in all industries Mandated Benefits 2015 Compliance Guide includes in depth coverage of these and other major federal regulations Patient Protection and Affordable Care Act PPACA Health Information Technology for Economic and Clinical Health HITECH Act Mental Health Parity and Addiction Equity Act MHPAEA Genetic Information Nondiscrimination Act GINA Americans with Disabilities Act ADA Employee Retirement Income Security Act ERISA Health Insurance Portability and Accountability Act HIPAA Heroes Earnings Assistance and Relief Tax Act HEART Act Consolidated Omnibus Budget Reconciliation Act COBRA Mandated Benefits 2015 Compliance Guide helps take the guesswork out of managing employee benefits and human resources by clearly and concisely describing the essential requirements and administrative processes necessary to comply with each regulation It offers suggestions for protecting employers against the most common litigation threats and recommendations for handling various types of employee problems Throughout the Guide are numerous exhibits useful checklists and forms and do s and don t s A list of HR audit questions at the beginning of each chapter serves as an aid in evaluating your company s level of regulatory compliance Mandated Benefits 2015 Compliance Guide has been updated to include The Dodd Frank Act creating an ethics training program and practices and trends Information on payroll cards and Federal Insurance Contributions Act FICA tip credit New regulations and guidelines for health care reform as mandated by the Patient Protection and Affordable Care Act PPACA Updated requirements for certificates of creditable coverage excepted benefits

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Mandated Benefits 2017 Compliance Guide The Balser Group,2016-12-21 Mandated Benefits 2017 Compliance Guide is a comprehensive and practical reference manual covering key federal regulatory issues that must be addressed by human resources managers benefits specialists and company executives in all industries This comprehensive and practical guide clearly and concisely describes the essential requirements and administrative processes necessary to comply with all benefits related regulations It covers key federal regulatory issues that must be addressed by human resources managers benefits specialists and company executives across all industries Mandated Benefits 2017 Compliance Guide includes in depth coverage of these and other major federal regulations PPACA Patient Protection and Affordable Care Act HIPAA Health Insurance Portability and Accountability Act Wellness Programs ADA and GINA regulations FLSA final rule on white collar exemptions Mental Health Parity Act Executive Order 13706 Paid Sick Leave for Federal Contractors AAPs proposed and final rules Pay Transparency Act Mandated Benefits 2017 Compliance Guide helps take the guesswork out of managing employee benefits and human resources by clearly and concisely describing the essential requirements and administrative processes necessary to comply with each regulation It offers suggestions for protecting employers against the most common litigation threats and recommendations for handling various types of employee problems Throughout the Guide are numerous exhibits useful checklists and forms and do s and don t s A list of HR audit questions at the beginning of each chapter serves as an aid in evaluating your company s level of regulatory compliance In addition Mandated Benefits 2017 Compliance Guide provides the latest information on Retirement Savings Plans and Pensions Pay Practices and Administration Life and Disability Insurance Family and Medical Leave Workplace Health and Safety Substance Abuse in the Workplace Recordkeeping Work Life Balance Managing the Welfare Benefits Package And much more *Personnel Management Guide* ,1985 Mandated Benefits 2020 Compliance Guide Brustowicz, Delano,Gabor, Salkin,Wagner and Watson,2019-12-23

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Mandated Benefits 2014 Compliance Guide is a comprehensive and practical reference manual covering key federal regulatory issues that must be addressed by human resources managers benefits specialists and company executives in all industries Mandated Benefits 2014 Compliance Guide includes in depth coverage of these and other major federal regulations Patient Protection and Affordable Care Act PPACA Health Information Technology for Economic and Clinical Health HITECH Act Mental Health Parity and Addiction Equity Act MHPAEA Genetic Information Nondiscrimination Act GINA Americans with Disabilities Act ADA Employee Retirement Income Security Act ERISA Health Insurance Portability and Accountability Act HIPAA Heroes Earnings Assistance and Relief Tax Act HEART Act Consolidated Omnibus Budget Reconciliation Act COBRA Mandated Benefits 2014 Compliance Guide helps take the guesswork out of managing employee benefits and human resources by clearly and concisely describing the essential requirements and administrative processes necessary to comply with each regulation It offers suggestions for protecting employers against the most common litigation threats and recommendations for handling various types of employee problems Throughout the Guide are numerous exhibits useful checklists and forms and do s and don ts A list of HR audit questions at the beginning of each chapter serves as an aid in evaluating your company s level of regulatory compliance The Mandated Benefits 2014 Compliance Guide has been

updated to include Updated best practices for organizing the human resources department Information on Federal Insurance Contributions Act FICA and severance pay New regulations and guidelines for health care reform as mandated by the Patient Protection and Affordable Care Act PPACA New information on de identified protected health information PHI and the effect of the omnibus final rules on business associates and notification requirements in case of a breach of PHI Information on the revised model election notice as required under PPACA A completely revised section on the final rules implementing HIPAA s nondiscrimination requirements for wellness programs and updated information on providing employee benefits to legally married same sex couples based on the Supreme Court s decision in United States v Windsor A new section on the ADA s direct threat provisions Updated information on caregiver leave under military family leave and survey data regarding the FMLA s impact Updated information on completing the newest Form I 9 and the E Verify system The OFCCP s final rules for developing and implementing AAPs for veterans and individuals with disabilities and new policy directive for compensation compliance evaluations A new section on bring your own device to work and its impact on employee privacy Information on the final rule revising the hazard communication standard and the requirements for safety data sheets which will replace material safety data sheets New information on medical marijuana in the workplace Employee and Labor Relations Manual United States Postal Service,1999 The Future of Mail Delivery in the United States United States. Congress. Joint Economic Committee. Subcommittee on Economic Goals and Intergovernmental Policy,1982 *Real Talk About Classroom Management* Serena Pariser,2024-01-10 Teachers want concrete methods born of actual experience from other teachers This thorough how to book reveals actionable best practices of classroom management from award winning teacher Serena Pariser In it she shares the strategies that helped her grow from a teary eyed first year teacher to Teacher of the Year Fulbright Scholar and now sought after consultant This new edition of a bestseller provides updated strategies based on some of the challenges and changes educators have faced over the past 5 years particularly throughout the COVID 19 pandemic and sociocultural reckoning of the early 2020s Filled with real experiences Pariser has had with students real scripts she s used to redirect behavior and get the support of parents real anecdotes and real conversations she s had with students this book weaves together research based strategies that work and step by step instructions for implementation By sharing authentic personal accounts of failures and successes Serena paves the way for readers to become the skilled confident and connected teachers their students deserve Departing from the traditional approach of teaching obedience this book shares how to lift students voices and increase their agency build positive relationships in the classroom community with colleagues and with parents plan instruction that truly engages learners interests and nurture independent and curious learners who are ready to be successful in school and their career **SEC Docket** United States. Securities and Exchange Commission,2007 Los Angeles Lawyer ,1999

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