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## Sample Letter #1

Date

To

**RE: Absenteeism**

Further to our meeting on (date), this letter will confirm that during the past (number) weeks you have been absent due to illness on (number) occasions for a total of (number) days. A listing of these specific days and occasions is attached for your information.

As discussed, such absences have a detrimental impact on the department's ability to provide the service to the public for which we all are responsible. If there are reasons for your absences that you feel are personal or confidential, I recommend that you contact Employee Assistance Program Services at 392-6633.

Given the importance of regular attendance, I would encourage you to work towards improving your attendance record and I would be pleased to assist you in achieving such improvement.

**\*\*(Optional paragraph)** (Summary of any course of action agreed to (e.g., Employee Assistance Program, etc.) or commitments made by employee to address absenteeism concerns).

Yours truly,

Supervisor's Signature

Attachments: List of occasions/days  
Policy Statement

cc: Employee file

# **Sample Discipline Letter For Absenteeism**

**Paul Falcone**



## **Sample Discipline Letter For Absenteeism:**

*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

**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

**Framework for Autonomous Navigation of a Continuous Mining Machine** Donna L. Anderson, 1989 *Information Circular*, 1925 *Compendium of Drafts of Employment Contracts and Appointment Letters* Saurabh Munjal, Som Nath Munjal, 2021-05-30 About the book This all inclusive well delved into book is a one stop solution pertaining to the drafting nightmares of the legal professionals HR professionals and the students The book has been so designed that it caters to their everyday requirements With an aim to be a remedy to all the possible pitfalls while drafting the contracts service rules appointment letters etc this book is extensive but to the point The language is coherent and well suited to the content of the book Measures have been taken to carefully examine and include all the important points while drafting the samples for the reference of the readers A large numbers of sample drafts included in the book make the day to day working of the professionals easy and hassle free All in all it is a go to book for professionals in search of a scrupulous yet relevantly put together book of draft appointment letters and service rules the book stands true to its name Key features Covering Appointment Letter with policy of Work from Home Samples of appointment letters along with guidelines for drafting Common Formats of Leave TA DA LFC Housing Loan and Furniture Loan application Guidelines for drafting Service manual Samples of Probation Transfer Resignation Retirement Exit Interview and Relieving Letter Different types of Memorandum Show Cause Notices Chargesheet Detailed coverage of The Industrial Employment Standing Orders Act 1946 Meticulously integrated Simple and crisp language Sample draft for various letters contracts Eye for every minute detail Covers common concerns in the industry Highlights the common pitfalls while drafting the letters contracts New Chapter on Force Majeure New Chapter on Force Majeure

*The Encyclopedia of Business Letters, Faxes, and E-mail* Robert W.

Bly, Regina Anne Kelly, 2009-01-15 A revised updated edition with more than three hundred sample letters memos and e mails and new tips on how to use and adapt them The era of long leisurely letters is gone no one has time to waste in today s workplace and communication revolves around fast faxes instant e mails crisp memos and concise messages That s where The Encyclopedia of Business Letters Faxes and E mails can help whether you re starting out in the corporate world or just want to feel more confident in your daily business writing You ll find more than three hundred sample letters memos and e mails you can use as is or adapt for your own purposes Letters are organized into chapters by category and a detailed table of contents guides you quickly to the one that best suits your needs Each is accompanied by useful information including how to format design print and deliver your correspondence for best effect This revised edition contains more help than ever with An expanded introduction to letters faxes and e mails with new tips on the best use of each Guidance on the nuances of e mail including how to avoid common pitfalls Dozens of additional sample e mail formats to meet today s communication needs More focused directions for organizing your thoughts and composing even the toughest kinds of correspondence

Reducing Miner Absenteeism Robert H. Peters, Mark R. Clingan, Robert F. Randolph, 1989      **The Manager's Pocket Guide to Documenting Employee Performance** Terry L. Fitzwater, 1998 This step by step guide will help you document and change unwanted work behaviors before they become issues leading to termination It is presented in a format that is easy to understand and apply The guide presents specific measures for accurate performance documentation that will protect your organization against discharge litigation      **The Big Book of HR, Revised and Updated Edition** Barbara Mitchell, Cornelia Gamlem, 2017-05-15 Managing people is the most challenging part of any leader s job And that job s not getting any easier as the human resources profession grows more dynamic and constantly changes The Big Book of HR provides any business owner manager or HR professional with the most current information to get the most from their talent from strategic HR related issues to the smallest tactical detail of managing people Each topic covered includes information on associated legal issues such as the recent changes to the Fair Labor Standards Act s overtime regulations and stories from leading organizations to illustrate the positive impact human resources can have on organizations of any size Each chapter ends with discussion questions to encourage additional thought Sample forms and templates plus a list of additional resources are also included The latest edition of The Big Book of HR includes up to date information about how to Select engage and retain the best talent for your organization Develop attractive and fair compensation and benefits programs Manage and develop your employees Resolve conflict and maintain communications throughout the organization Develop performance management systems that reflect current trends and best practices Use technology to effectively manage the human resources function      Disciplinary Procedures and Practice Institute of Personnel Management, J. A. Sherry, 1979 Information report comprising a mail survey of 267 UK industrial enterprises with respect to their current discipline sanctions and practice covers trade union involvement reasons for disciplinary action suspension and dismissal provisions for

appeal monitoring of conduct etc and includes jurisprudence and legal aspects relating to absenteeism gross misconduct and refusal to cooperate as well as sample procedures and code of practice Bibliography pp 159 to 161 and statistical tables

**Discipline in the Secondary Classroom** Randall S. Sprick, Jessica Sprick, Cristy Coughlin, Jacob Edwards, 2021-07-27 Improve student behavior and motivation with this comprehensive resource *Discipline in the Secondary Classroom A Positive Approach to Behavior Management* 4th Edition is an insightful treatment of the always challenging topic of discipline in the high school classroom The newly revised edition of the book incorporates a renewed focus on classroom management plans handling the use and misuse of electronic devices in the classroom and adapting instruction for a virtual classroom setting *Discipline in the Secondary Classroom* discusses other issues crucial to the successful management of secondary classrooms and include How behavior is learned Managing student work Managing the use of technology and electronic devices in the classroom Active engagement strategies for teacher directed instruction both the physical classroom and the virtual classroom Corrective strategies for misbehavior and inattention Maintaining a Cycle of Continuous Improvement to be a better teacher each year Perfect for grade 9 to 12 classroom teachers and educational administrators including principals assistant principals staff development professionals and consultants *Discipline in the Secondary Classroom* constitutes an indispensable resource for anyone aiming to achieve a civil safe and fair classroom environment **Canadian Labour Law Reporter**, 2000

**Decisions and Orders of the National Labor Relations Board** United States. National Labor Relations Board, 2008 *Discipline Without Punishment* Richard C. Grote, 2006 Dick Grote shares his proven strategies for helping employees take personal responsibility for their behaviors and for helping managers turn problem employees into productive players **Investing in Your Child Minder: Psychological Considerations and Practical Skills** Sibusiso

P.S. Mhlongo, 2013-03-18 Childminding is one responsibility which is generally taken lightly Child minders are often employed in a causal manner and there is often no synchronisation between the parenting style constantly used by the child minder and that adopted by the child's biological parent's Conscious investment is often not made on the emotional wellbeing of child minders This book arms the reader with the knowledge and skills of recruiting selecting orientating training compensating motivating and appraising the performance of child minders The reader is further exposed to parenting needs for children of different developmental stages The importance of investing on the emotional wellbeing of the child minder cannot be overstated The reader is empowered with knowledge and skills of effectively making this investment This book is a must read for all parents who want to protect their children from the lasting negative psychological effects which may unwittingly or deliberately be caused by child minders who are given too much responsibility with little boundaries and guidance Disciplinary Actions, *Implementing Best Practices in Human Resources Management* Hugh Secord, 2003

*Employee Sickness and Fitness for Work* Howard, 2007-07 What is this Report about This specially commissioned report will show you how to get the best out of your employees from recruitment to retirement while protecting yourself and your

firm to the full For a start you could save yourself a lot of trouble through understanding the law on recruitment Then you don t have to accept every doctor s certificate for sickness absence Again were you aware that not all duties are suspended when off sick The report is packed with constructive advice and ends with seven invaluable Appendices including precedents model letters and draft company policies      *The Journal of the College & University Personnel Association* ,1962      **BNA's Employee Relations Weekly** ,1990-07

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## **Table of Contents Sample Discipline Letter For Absenteeism**

1. Understanding the eBook Sample Discipline Letter For Absenteeism
  - The Rise of Digital Reading Sample Discipline Letter For Absenteeism
  - Advantages of eBooks Over Traditional Books
2. Identifying Sample Discipline Letter For Absenteeism
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Sample Discipline Letter For Absenteeism
  - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Discipline Letter For Absenteeism
  - Personalized Recommendations
  - Sample Discipline Letter For Absenteeism User Reviews and Ratings
  - Sample Discipline Letter For Absenteeism and Bestseller Lists
5. Accessing Sample Discipline Letter For Absenteeism Free and Paid eBooks
  - Sample Discipline Letter For Absenteeism Public Domain eBooks

- Sample Discipline Letter For Absenteeism eBook Subscription Services
- Sample Discipline Letter For Absenteeism Budget-Friendly Options
- 6. Navigating Sample Discipline Letter For Absenteeism eBook Formats
  - ePub, PDF, MOBI, and More
  - Sample Discipline Letter For Absenteeism Compatibility with Devices
  - Sample Discipline Letter For Absenteeism Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Sample Discipline Letter For Absenteeism
  - Highlighting and Note-Taking Sample Discipline Letter For Absenteeism
  - Interactive Elements Sample Discipline Letter For Absenteeism
- 8. Staying Engaged with Sample Discipline Letter For Absenteeism
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Sample Discipline Letter For Absenteeism
- 9. Balancing eBooks and Physical Books Sample Discipline Letter For Absenteeism
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Sample Discipline Letter For Absenteeism
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Sample Discipline Letter For Absenteeism
  - Setting Reading Goals Sample Discipline Letter For Absenteeism
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sample Discipline Letter For Absenteeism
  - Fact-Checking eBook Content of Sample Discipline Letter For Absenteeism
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks

### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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