

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.]

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Xiaolong Qi

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the name Xiaolong Qi.

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