

Sample One Letter of Reprimand to Employee for Absenteeism or Tardiness / Lateness

<<Company Letterhead/Memo>>

To: <<Employee Name>>

From: <<HR Manager Name>>

Date: <<date>>

Re: Letter Reprimand for Tardiness

This is an official letter reprimand for your failure to perform the required functions of your position by attending work on time and as scheduled.

You have arrived over fifteen minutes late for work on <<number of times>> occasions in the past two weeks.

Since timely attendance is a significant factor in serving our customers in your customer service role, this attendance is unacceptable. Phone coverage is scheduled to provide optimum service to customers.

When you arrive late for your shift, we are forced to ask another employee to cover for you.

This entails both an inconvenience for your coworker, and disrespect for his or her schedule, and the creation of overtime expenses for your employer.

You have received verbal counseling and a verbal warning for your earlier tardy and absenteeism problems on several occasions. The verbal counseling is not having the impact that we had expected on your attendance since your attendance on time is not improving.

Consequently, this written reprimand is reminding you of the critical importance of your attending work on time and as scheduled. Attendance at work, on time and as scheduled, is a core requirement of your job description.

Sample Reprimand Letter For Absenteeism

Keith Wertz, James J. Bryant



Sample Reprimand Letter For Absenteeism:

Decisions and Orders of the National Labor Relations Board United States. National Labor Relations Board,1981

Webster's New World Business Writing Handbook Richard Worth,2002-09-05 Offers instruction and guidance on format content grammar and mechanics for business and technical writing and includes tips for presentations Managing Workers' Compensation Keith Wertz,James J. Bryant,2000-12-07 Workers compensation causes headaches throughout all levels of an organization Injuries affect production costs and morale Managing Workers Compensation A Guide to Injury Reduction and Effective Claim Management lays out in logical order management and safety procedures that reduce injuries and the aggravation that follows The authors cover hiring training and managing employees with injury avoidance in mind They provide a blueprint for dealing with injured employees and their families and for determining the correct time for the employee to return to work The book discusses the all important issues of fraud modified duty substance abuse testing and accident investigations It also provides guidance for managing your organization s safety efforts in a manner that targets workers compensation cost control as one of its major objectives In addition to comprehensive coverage of workers compensation the book gives you a thorough explanation of additional sources of assistance including the availability and utility of Internet safety resources a complete listing of state workers compensation agencies and sample checklists that help you evaluate your workplace Although workers compensation laws vary from state to state the principles behind the system and the ability of employers to influence their own premiums remain consistent By gaining a thorough understanding of these principles and implementing proven cost control strategies you can realize substantial savings Managing Workers Compensation A Guide to Injury Reduction and Effective Claim Management explains the process by which premiums are calculated and shows how you can impact favorably the amount your organization pays in premiums *Labor Relations Reporter* ,1938 Includes sections Decisions of National Labor Relations Board and Court decisions on the law of labor relations *Labor Arbitration Reports* ,1999 *Secondary Principal's Survival Guide* Robert D. Ramsey,1992 *Labor Arbitration Cumulative Digest and Index with Table of Cases and Directory of Arbitrators Covering ... Labor Arbitration Reports* ,1999 How to Prepare and Present a Labor Arbitration Case Charles S. Loughran,1996 Before the hearing during the hearing and following the hearing here is your essential guide to achieving winning results in arbitration The author a former labor attorney and employee relations executive explains the most effective techniques you can use to determine what needs to be proven assemble the evidence select the arbitrator present the case in chief deal with objections handle adverse witnesses draft posthearing briefs and more You get step by step analysis and advice on formal arbitration procedures plus guidance on how to adapt your presentation to the arbitrator s individual style On point examples throughout the text plus sample statements and arguments forms checklists a reading list and more will save you valuable time and streamline your preparation **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.

Absenteeism, 1988 101 Sample Write-ups for Documenting Employee Performance Problems Paul Falcone, 1999 Provides examples for handling such personnel problems as insubordination, absenteeism, e-mail misuse, drug or alcohol abuse, and sexual harassment.

Absenteeism, Let's Solve it the Right Way Ray E. Hibbs, 1944 *Paying & Managing Absences* M. Michael Markowich, 2006 *Auditing Absenteeism* Ruth Scandrett, Bruce Alden Green, Lucille Jeannette Buchanan, 1943

Absenteeism in the Workplace Michael W. Moore, 1994 *Employee and Job Attributes as Predictors of Absenteeism in a National Sample of Workers: the Importance of Health and Dangerous....* J.P. Leigh, 1977 *How to Reduce Employee Absenteeism ... Cure Tardiness ... and Build Employee Morale* Joseph W.R. Lawson, 1980

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