

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. Secondary, 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

**United States. Securities and
Exchange Commission**



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 *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 [Disability Management](#) Dianne E. G. Dyck, 2002 **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 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 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 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 under the Health Insurance Portability and Accountability Act HIPAA and transaction standards The revised model general and election notices as required under PPACA Qualified Longevity Annuity Contracts and definition of spouse per the Supreme Court ruling in United States v Windsor and updates to the Pension Benefit Guaranty Corporation s required premiums The payment of long term disability insurance by qualified retirement plans PPACA s effect on health reimbursement arrangements new information on the proposed 500 carryover of unused funds in health flexible spending arrangements FSAs and PPACA s effect on health FSAs new material on the effect of amendments to HIPAA s excepted benefit rules on Employee Assistance Programs and revised information on providing employee benefits to legally married same sex couples based on the Supreme Court s decision in United States v Windsor and the decision s effect on cafeteria plan mid year election changes New sections on no fault attendance policies and pregnancy and the Americans with Disabilities Act Information on the definition of spouse based on the Supreme Court ruling in United States v Windsor New material on the proposed Equal Pay Report

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 *Personnel Management Guide* ,1985

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Table of Contents Sample Letter Unscheduled Absences

1. Understanding the eBook Sample Letter Unscheduled Absences
 - The Rise of Digital Reading Sample Letter Unscheduled Absences
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Letter Unscheduled Absences
 - 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 Letter Unscheduled Absences
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Letter Unscheduled Absences

- Personalized Recommendations
 - Sample Letter Unscheduled Absences User Reviews and Ratings
 - Sample Letter Unscheduled Absences and Bestseller Lists
5. Accessing Sample Letter Unscheduled Absences Free and Paid eBooks
 - Sample Letter Unscheduled Absences Public Domain eBooks
 - Sample Letter Unscheduled Absences eBook Subscription Services
 - Sample Letter Unscheduled Absences Budget-Friendly Options
 6. Navigating Sample Letter Unscheduled Absences eBook Formats
 - ePub, PDF, MOBI, and More
 - Sample Letter Unscheduled Absences Compatibility with Devices
 - Sample Letter Unscheduled Absences Enhanced eBook Features
 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Letter Unscheduled Absences
 - Highlighting and Note-Taking Sample Letter Unscheduled Absences
 - Interactive Elements Sample Letter Unscheduled Absences
 8. Staying Engaged with Sample Letter Unscheduled Absences
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Letter Unscheduled Absences
 9. Balancing eBooks and Physical Books Sample Letter Unscheduled Absences
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Letter Unscheduled Absences
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Sample Letter Unscheduled Absences
 - Setting Reading Goals Sample Letter Unscheduled Absences
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Sample Letter Unscheduled Absences

- Fact-Checking eBook Content of Sample Letter Unscheduled Absences
 - 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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