

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

Balser Group



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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

Disability Management Dianne E. G. Dyck, 2002 **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 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

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Personnel Management Guide ,1985

Decoding **Sample Letter Unscheduled Absences**: Revealing the Captivating Potential of Verbal Expression

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