

SUPERVISORY NOTICE REGARDING ABSENTEEISM

(Sample)

TO: [Employee's Name]
FROM: [Supervisor's/Budget Unit Head's Name]
DATE: [Current Date]
SUBJECT: Supervisory Notice Regarding Absenteeism

This is to advise you that due to your unscheduled leave; the University will begin counting unscheduled absences in accordance with the University's policy regarding Civil Service Rules 12.6(a) 2 Non-disciplinary Removal for Unscheduled Absences. This will serve as your supervisory notice. You are further advised that an employee may be terminated when the employee has more than seven (7) unscheduled absences during any consecutive 26-week period.