

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

**United States. Congress. House.
Committee on Government Reform**

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, 1999 Provides examples for handling such personnel problems as insubordination absenteeism e mail misuse drug or alcohol abuse and sexual harassment **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 **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

Disability Management Dianne E. G. Dyck, 2002 **Mandated Benefits 2018 Mid-Year Supplement Compliance Guide** Buckley, *Personnel Management Guide*, 1985 **Employee and Labor Relations Manual** United States Postal Service, 1999 **The Future of Mail Delivery in the United States** United States. Congress. Joint Economic Committee. Subcommittee on Economic Goals and Intergovernmental Policy, 1982 **Los Angeles Lawyer**, 1999 *Supervision* Jeannette Y. Wick, 2003 This guide concisely covers the major personnel issues that supervisors in the pharmacy field face and the skill set they need to fulfill the supervisor's responsibilities Features include explanations of major labour laws tables and boxes summarizing points and workplace challenges Report to Industry Mill & Factory, 1954 *Reports of Cases Decided in the Appellate Division of the Supreme Court, State of New York* New York (State). Supreme Court. Appellate Division, Marcus Tullius Hun, Jerome B. Fisher, Austin B. Griffin, Edward Jordan Dimock, Louis J. Rezzemini, Leland F. Coss, James M. Flavin, 1995 Reports of cases decided in the Appellate Division of the Supreme Court of the state of New York, 1995 Letters to Ambrose Merton, 1995 **Federal Merit Systems Reporter**, 1991 *West's New York Digest, 4th*, 1989 Federal Labor Relations Reporter, 1983 Contents v 1 Decisions 2 Arbitrations

Whispering the Strategies of Language: An Mental Quest through **Sample Letter Unscheduled Absences**

In a digitally-driven world where displays reign supreme and instant interaction drowns out the subtleties of language, the profound techniques and mental nuances concealed within phrases usually move unheard. Yet, located within the pages of **Sample Letter Unscheduled Absences** a interesting literary value blinking with fresh emotions, lies an extraordinary quest waiting to be undertaken. Published by a talented wordsmith, this enchanting opus attracts viewers on an introspective trip, gently unraveling the veiled truths and profound influence resonating within ab muscles cloth of each and every word. Within the emotional depths of this poignant evaluation, we shall embark upon a genuine exploration of the book is core subjects, dissect its captivating publishing fashion, and fail to the effective resonance it evokes strong within the recesses of readers hearts.

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