



STATECIVILSERVICE

JOB AIDS AND RESOURCES

Template – Removal under Rule 12.6(a)2

(Assumes delivery by mail)

NOTE: Notice of proposed action/opportunity to respond must precede this letter. (Rule 12.7)

June 25, 2012

Employee
123 Green Road
City, LA 70000

Dear Employee:

By memo dated and delivered to you on March 28, 2012, your manager notified you that your attendance required improvement and that future unscheduled absences would be counted for purposes of Civil Service Rule 12.6(a)2. After each unscheduled absence, your manager advised you that you had accumulated yet another unscheduled absence and stressed the importance of reporting to work, as scheduled. By memo dated and delivered to you on June 10, 2012, your manager notified you that you had accumulated six unscheduled absences within a twenty-six week period and that your next unscheduled absence within that twenty-six week period would subject you to removal. Since then, you had another unscheduled absence: on June 12, 2012, you were two and one-half hours late for work; you had not obtained leave prior to your absence.

By letter dated and delivered to you on June 18, 2012, I advised you that I proposed to non-disciplinarily remove you from your position under Civil Service Rule 12.6(a)2 and gave you an opportunity to respond. As of that date, you had seven unscheduled absences during the twenty-six week period beginning March 30, 2012, and ending on September 28, 2012. The absences were as follows:

- March 30, 2012 – called in sick; did not report for work; no prior leave approved
- April 4, 2012 – called in; sick child; did not report for work; no prior leave approved
- April 26, 2012 – arrived two hours late for work; no prior leave approved
- May 3, 2012 – called in; car trouble; did not report for work; no prior leave approved
- May 15, 2012 – called in; car trouble again; did not report for work; no prior leave approved
- June 6, 2012 – failed to report to work; no prior leave approved
- June 12, 2012 – arrived two and one-half hours late; no prior leave approved

I received your response to the proposed action on June 22, 2012. Your response did not persuade me to change the proposed action. Therefore, you will be removed from your position, under Civil Service Rule 12.6(a)2, effective 4:30 p.m., July 3, 2012. Because this is a non-

disciplinary removal, you retain certain eligibilities should you seek state employment in the future.

You have the right to appeal this action to the State Civil Service Commission within 30 calendar days following the date you receive this notice. The appeal procedure is contained in Chapter 13 of the Civil Service Rules, which is available from the Department of State Civil Service or your Human Resource office.

Sincerely,

Appointing Authority