

**Office of the Lieutenant Governor (OLG)
Department of Culture, Recreation and Tourism (DCRT)**

UNSCHEDULED ABSENTEEISM POLCY
VIOLATION NOTICE TO EMPLOYEE

TO: _____

FROM: _____

DATE OF NOTICE: _____

On _____, you violated the Department's Unscheduled Absenteeism Policy (PPM #20) by failing to report for duty at the designated time without having secured permission, in advance, from an authorized supervisor.

REASON FOR UNSCHEDULED ABSENCE: _____

This absence is being coded as:

Annual Leave

Compensatory Leave

Sick Leave

Leave Without Pay

This is your _____ violation within the applicable 26 week period.

Be advised that this policy, authorized by Civil Service Rule 12.6(a)(2), provides for the non-disciplinary removal of an employee who has seven (7) or more unscheduled absences during any consecutive twenty-six week period. An unscheduled absence does not include leave approved for use under the provisions of the Family and Medical Leave Act (FMLA) or granted for the purpose of an accommodation under the Americans with Disabilities Act (ADA).