

**MAKE A COPY TO SAVE WITH YOUR CONFIDENTIAL PERSONNEL RECORDS BEFORE ADDING  
PERSONAL INFORMATION**

**Documentation of Issue**

Member Name(s):

Issue(s):

Date issue(s) brought to administrative attention:

Timeline Summary of the history of the issue:

Date	Action (ex: pertinent emails, letter, meeting, incident, warning, actions taken, etc.)	Was the member informed/a part of/include

Please append or send in separate emails supporting documentation of the above.

What does a resolution look like to you to have the member come back to the assignment?

Has something happened where you, representing the member's assignment entity, would not ask the member to come back to the assignment?

Is there a policy breach?