

Mail handler 14-day attendance template. NPMHU 14-day suspensions are time off. Mail handler 14-day suspensions require a 14-day notice period, but if the employee files a grievance, the suspension will be put on hold until there is a written Step 2 decision. If an employee begins serving a suspension before the issuance of a written Step 2 decision of a properly appealed grievance, the appropriate remedy is to rescind the suspension and make the grievant whole.



If not hand delivered, mailed via  
First-class mail:  
Priority tracking #:

DATE: Month Day, Year

SUBJECT: Notice of Suspension (Time Off) of 14 Days

TO: Name EIN: 10000001  
Post Office Position title  
City, State

Home Address Home Street Address  
Of Record: City, State, Zip

Dear Name of Employee:

You are being issued this fourteen (14) calendar day time-off suspension for the following reason:

**Charge: Unsatisfactory Attendance**  
Specification: Failure to Maintain a Regular Work Schedule

All employees of the US Postal Service are required to be regular in attendance. Your attendance record reveals you are failing to maintain a regular work schedule. On the dates below, you were scheduled to work but did not report:

<u>Date</u>	<u>Hours</u>	<u>Leave Type</u>
Date	00.00	uSL, uAL, etc.
List all in 3-month period.		

An investigative interview was conducted with you on this date. Union rep's name, your union representative, was in attendance. The purpose of this interview was to question you about your unscheduled absences on and to provide you the opportunity to explain your side of the story. When I asked you about specifics of a question, you said that give their response (you can repeat this sentence as many times as is necessary).

During this interview, you failed to provide any acceptable reasons for your unscheduled absences and why you could not adhere to the policies regarding attendance.

You are a give their position title assigned to the give their assigned work office. Your Postal career began on give their on duty date, which means that you have more than how many years of Postal tenure. You do/do not qualify for Veteran's Preference.

If the Postal Service is to accomplish its mission of cost-effective and efficient distribution and delivery of the mail, all employees are expected to be regular in attendance, including maintaining their assigned schedule and making every effort to avoid unscheduled absences.

DISC  
Last name, first name  
EIN  
14-Day Attendance

