

LOW attendance template – all crafts



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

DATE: Month Day, Year

SUBJECT: Letter of Warning

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

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

Dear Name of Employee:

This official Letter of Warning is being issued to you 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.

Your actions are in violation of the following sections of the **Employee and Labor Relations Manual (ELM)**: (take out/add what applies)



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§511.4 Unscheduled Absence

§511.41 Definition

Unscheduled absences are absences from work that are not requested and approved in advance.

§511.43 Employee Responsibilities

Employees are expected to maintain their assigned schedule and must make every effort to avoid unscheduled absences. In addition, employees must provide acceptable evidence for absences when required.

§665 Postal Service Standards of Conduct

§665.13 Discharge of Duties

Employees are expected to discharge their assigned duties conscientiously and effectively.

§665.41 Requirement for Attendance

Employees are required to be regular in attendance. Failure to be regular in attendance may result in disciplinary action, including removal from the Postal Service.

This action is taken to impress upon you that you must correct your work deficiencies and demonstrate adherence to Postal regulations.

This letter will also serve as notice to you that the Employee Assistance Program is available to you 24 hours a day at 1-800-EAP-4YOU (1-800-327-4968), and if there is anything that I can do to assist you, please contact me as soon as possible.

You have a right to file a grievance under the Grievance/Arbitration procedure set forth in Article 15 of the National Agreement within fourteen (14) days of your receipt of this notice.

Name of issuing manager
Title

Date

Employee's name
(Signature indicates
Receipt only)

Date