

APWU Clerk 7-day attendance template carrier. APWU crafts must be given at least a 10-day notice prior to serving their suspensions, but if the employee files a grievance, the suspension will be put on hold until final disposition of the case. All APWU suspensions are time off.



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

DATE: Month Day, Year

SUBJECT: Notice of Suspension (Time Off) of 7 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 seven (7) 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:

Date	Hours	Leave Type
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
7-Day Attendance

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

§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

§665.41 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.

In addition, the following live element of your past record has been considered in arriving at this decision: **List discipline date, level, type**

This action is taken to impress upon you that you must correct your work deficiencies and demonstrate adherence to Postal regulations. Failure to meet the above stated or other legitimate work expectations may result in further discipline, up to and including removal from the Postal Service.

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.

Your suspension is to begin on **date: at least 15 days after receipt of notice**. 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. If you file a timely grievance prior to the effective date of this suspension, and it is timely appealed to Step 2, the suspension will not be served until the final disposition of the grievance.

Name of issuing manager
Title

Date

Employee's name
(Signature indicates
Receipt only)

Date