

NALC 7-day attendance template. All NALC suspensions are no time off.



If not hand delivered, mailed via

First-class mail:
Priority tracking #:

DATE: Month Day, Year

SUBJECT: Notice of Suspension (No 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 no-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.

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

DISC
Last name, first name
EIN
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§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

§665.15 Obedience to Orders

Employees must obey the instructions of their supervisors. If an employee has reason to question the propriety of a supervisor's order, the individual must nevertheless carry out the order and may immediately file a protest in writing to the official in charge of the installation or may appeal through official channels.

§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.

While this suspension does not result in a loss of time or pay, it is equivalent to and is of the same degree of seriousness as a time-off suspension. It satisfies the same requirement for progressive discipline as a time-off suspension, and may be cited as an element of past discipline in subsequent discipline pursuant to Article 16.10.

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.

Your suspension will begin on **date**. However, if you file a grievance, this suspension date shall be postponed until the grievance reaches its final disposition.

Name of issuing manager
Title

Date

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EIN
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Employee's name

Date

(Signature indicates

Receipt only)

DISC

Last name, first name

EIN

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