

Notice of Excessive Absenteeism

Print Date: 12/10/2008

Name: Buchanan, Sample
Address: 14 Garrett Hill
SampleCity 12345-6

Service Credit Date: 3/1/2001
Employee Type: Part Time
Classification: Manager

Our Company places a high value on attendance. We expect and need employees to be at work on time on their scheduled workdays. Regular attendance and punctuality are important because they affect an employee's productivity and ability to meet goals, standards, and deadlines. Absent employees adversely affect Company morale since co-workers must absorb the absent employee's workload in addition to their own. Consequently, the level of service we provide to our customers is diminished. Our policy is to address and correct attendance patterns that are especially counterproductive and disruptive, while tolerating normal patterns of absences caused by occasional illness, emergencies, etc.

In keeping with this policy, this is a Corrective Review for Excessive Absenteeism*.

*Excessive absenteeism means your monthly average** of absent hours is equal to or greater than the Total Weekly Hours Scheduled Divided by the Total Number of Weekdays Scheduled.

** Monthly average is calculated by using 12 months, rolling backwards. For more information on the Company Attendance policy, please see your Employee Handbook.

During the last 12 months, you have been absent 72 hours; an average of 6 hours per month.

A listing of all absences used to calculate your attendance score is attached for your reference.

Further incidents of absenteeism or violation of any other Company policies may subject you to disciplinary action, up to and including termination of employment.

Dates of Previous Absenteeism Notices

Employee Signature and Date

Manager Signature and Date

If you need to meet with Human Resources to discuss this review, you can reach the HR department at (614) 555-6313

Initials of: HR Manager

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12-Month Absenteeism Detail for Buchanan, Sample

<u>Date of Absence</u>	<u>Hrs</u>	<u>Type of Absence</u>
Tuesday, January 01, 2008	8	Absent Without Benefit
Wednesday, January 02, 2008	8	Absent Without Benefit
Thursday, January 03, 2008	8	Absent Without Benefit
Saturday, March 01, 2008	8	Sick Time
Sunday, March 02, 2008	8	Sick Time
Monday, March 03, 2008	8	Sick Time
Wednesday, April 09, 2008	8	Sick Time
Thursday, April 10, 2008	8	Sick Time
Friday, April 11, 2008	8	Absent Without Benefit