**MEMORANDUM**

 **TO:** {Insert recipient’s name, title and organization}

**FROM:** {Insert sender’s name, title and organization}

**DATE:** {Insert date}

**SUBJECT:** Unscheduled Absenteeism Policy – Notice of Occurrence

On , you were absent from work without having secured permission in advance from an authorized supervisor. This absence constitutes an occurrence under DENR HR Policy No. 25, Unscheduled Absenteeism.

|  |  |
| --- | --- |
| Explain Occurrence:  |       |
|       |
|       |

This absence, totaling       hours, was coded as:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Annual Leave: |       |  | Compensatory Leave: |       |
| Sick Leave: |       |  | Leave Without Pay: |       |

AS of this date, this is your  occurrence under this policy within the applicable twenty-six (26) week period.

You are again reminded that this policy, as authorized by Civil Service Rule 12.6(a)2, provides for the non-disciplinary removal of an employee who has seven (7) or more unscheduled absences during any consecutive twenty-six (26) week period.

{Insert sender’s initials uppercase/preparer’s initials lowercase}

C: Human Resources Director