**LOUISIANA DEPARTMENT OF NATURAL RESOURCES**

**UNSCHEDULED ABSENTEEISM POLICY**

**UNSCHEDULED ABSENTEEISM NOTICE**

TO:

FROM:

DATE:

RE: 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 DNR’s Unscheduled Absenteeism Policy.

|  |  |
| --- | --- |
| 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 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 or more unscheduled absences during any consecutive twenty-six week period.

c: Human Resources Director