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LIEUTENANT GOVERNOR

**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
MANAGEMENT AND FINANCE

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## HUMAN RESOURCES MEMORANDUM NO. 04-011

February 23, 2004

**TO:** Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

**FROM:** Mary F. Ginn  
Human Resources Director

**SUBJECT:** Notice to Employee of Violation of Unscheduled Absenteeism Policy

The enclosed form is to be used by supervisors when notifying employees that a failure to report for duty at the designated time without having secured permission is being coded as a violation under the department's Unscheduled Absenteeism Policy. The form also informs the employee of how the absence is being coded and the number of violations that have occurred within the applicable 26-week period.

Please make this form available to all supervisors. This form will also be available on Channel Z. If you have any questions, please call the Human Resources Office at (225) 342-0880.

Enclosure

**Please Post and Circulate**