

**OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM**

**NOTICE TO EMPLOYEE OF VIOLATION  
OF UNSCHEDULED ABSENTEEISM POLICY**

**TO:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

**DATE OF  
NOTICE:** \_\_\_\_\_

On \_\_\_\_\_ you violated the Department's Unscheduled Absenteeism Policy by failing to report for duty at the designated time without having secured permission, in advance, from an authorized supervisor. This absence is being coded as:

\_\_\_\_\_ Annual Leave

\_\_\_\_\_ Compensatory Leave

\_\_\_\_\_ Sick Leave

\_\_\_\_\_ Leave Without Pay

This is your \_\_\_\_\_ violation within the applicable 26 week period.

Be advised that this policy, authorized by Civil Service Rule 12.6(a)2, provides for the non-disciplinary removal of an employee who has more than 9 unscheduled absences during any consecutive twenty-six week period. An unscheduled absence does not include leave approved for use under the provisions of the Family and Medical Leave Act or granted for the purpose of an accommodation under the Americans with Disabilities Act.