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Department of Finance and Administration Human Resources

**Notice of Disciplinary Action Form**

R 3/11/24

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| *Name of Employee (Last, First, MI)*  Click or tap here to enter text. | | *Date*  Click or tap to enter a date. |
| *Office Name*  Click or tap here to enter text. | | |
| *Personnel Number*  Click or tap here to enter text. | *Business Area*  Click or tap here to enter text. | *Personnel Area*  Click or tap here to enter text. |
| *Name of Supervisor/Manager*  Click or tap here to enter text. | | *Phone number*  Click or tap here to enter text. |
| *Title of Violated Policy/Employee Handbook Section*  **DFA Employee Handbook Section 4.14 Leave Abuse/Unauthorized Absences/Tardiness and Section 1.1, No. 1** | | |
| *Action Taken*  Verbal Warning Written Warning  Suspension Termination | | |

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| *Reason for Disciplinary Action*  Section 4.14 of the Department of Finance and Administration (“DFA”) Handbook states the following: Leave Abuse/Unauthorized Absences/Tardiness: "Documented leave abuse or unauthorized absence from work, including tardiness of one minute or more past the start of the workday, may be cause for disciplinary action. ... In addition, disciplinary action may be taken if a supervisor or Administrator recognizes a pattern of leave abuse or unauthorized absences from work.” |
| *Details of Misconduct*  Click or tap here to enter text. |
| *Date(s) of Incident(s)*  Click or tap here to enter text. |
| *Consequence(s) for the next Incident*  Additional disciplinary actions may be applied up to and including termination. Termination has no further disciplinary consequences. |

**My signature below acknowledges receipt of this Disciplinary Action and does not indicate that I agree with this action.**

|  |  |
| --- | --- |
| *Employee's Signature* | *Date* |
| *Supervisor's Signature* | *Date* |