



**DATE:**

**TO:**

**FROM:**

**SUBJECT:**

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This memo serves as a(n) \_\_\_\_\_ regarding your attendance. The purpose of this memo and our related conversation is to communicate my expectations regarding your attendance and remind you of the consequences of failure to improve. According to the Facilities & Safety Attendance Policy (#FSP 2015 FS0006) regular attendance and promptness is everyone's responsibility. Employees are expected to report to their assigned work area, as scheduled, on time and prepared to work; failure to do so will result in progressive disciplinary action. Full-time non-exempt USPS employees are expected to work 40 hours per week; may be required to work overtime hours due to operational needs as determined by their supervisors; and are subject to all of the requirements of the Fair Labor Standards Act (FLSA). Full-time A&P and exempt USPS employees are exempt from the FLSA and are expected to work the appropriate number of hours necessary to accomplish their duties (minimum of 40 hours per week).

Progressive disciplinary action will be taken for any of the following situations:

- Early Outs
- Excessive absences
- Excessive tardiness
- Failure to follow the appropriate call-in procedures
- Improper time recording (missed punches, unauthorized overtime, etc.)
- Leave without Pay (unapproved)
- No Call/No Show (NCNS)
- Patterned absences
- Patterned tardiness
- Unauthorized absences

Corrective action will be taken on any of the above noted situations, as outlined below:

- Beginning with 3 or more instances in any 30 day period
- Beginning with 6 or more instances in any 90 day period
- Beginning with 9 or more instances in any 180 day period
- Beginning with 12 or more instances in any 365 day period



Over the period of \_\_\_\_\_ to \_\_\_\_\_ you have incurred \_\_\_\_\_ instances resulting in the following disciplinary action:

Frequent unplanned absences compromise our department's ability to provide services to the campus. Each staff member's absence places a burden on other staff to assume a greater share of the daily workload. This reprimand is intended to encourage you to remedy this behavior. Effective immediately, you must report to work as scheduled and follow the terms in the Facilities & Safety Attendance Policy. Continued infractions of this policy may result in further disciplinary action, up to and including discharge.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager or Department Head Signature

\_\_\_\_\_  
Date

#### **Receipt of Reprimand**

I understand the content of the document presented to me today. I acknowledge and understand the corrective action required. I also acknowledge and understand the potential consequences of noncompliance.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Name (Printed)