

# Memorandum

Documenting counseling session with employee



To: Supervisory File

Date:

From:

Re: Jane Doe's attendance

At xxx time yesterday I had a meeting with Jane Doe to discuss her poor attendance. A copy of her current leave record is attached.

At this meeting I pointed out that x# uses of sick leave in the last x# months is unacceptable. I discussed the impact this was having on her job performance and stated that disciplinary action could result if her attendances did not improve. I suggested if she had personal problems or was unhappy with her job that she contact the human resources office or employee assistance.

I also asked her to let me know if she thought she might have a FMLA-qualifying condition.

We agreed we would meet again in on xxxx date to review her attendance and job performance.

# Memorandum

Excessive use of sick leave – non disciplinary action



Date:

To: Joe Doe

From:

Re: Attendance

This memo is to advise you of my concern over the rate at which you are utilizing sick leave. In the last three months you have utilized a total of XX hours of leave on the following dates:

List Dates and hours used

Your absenteeism is causing staffing problems within our unit, and is the basis for some growing and justifiable resentment on the part of your co-workers. I, therefore, encourage you to examine your leave usage.

My records do not indicate that any of these absences were FMLA-qualifying. If you do have a serious health condition of which I should be aware, please let me know.

I will be monitoring your attendance closely for the next month, and will schedule a meeting at that time to review your attendance and determine whether further action will be necessary.

# Memorandum

Produce a statement from a medical practitioner



Date:

To: Jane Doe

From:

Re: Statement from a Medical Practitioner

Cc: Personnel file

This memo is to advise that effective XXXdate, you will be required to furnish to me a statement from a medical practitioner each time you call in sick. This action is being taken because there is reason to suspect abuse of sick leave.

The statement must indicate that you were unable to be present at work that day and information as to the general nature of the illness. For absences because of a doctor's appointment, the statement must indicate the time of the appointment and the time the visit was completed. A statement that does not contain this information will not be accepted and any request for sick leave will not be granted.

This requirement will continue in effect until XXXdate.

# Memorandum

Produce a statement from a medical practitioner



Date:

To: John Doe

From:

Re: Statement from a Medical Practitioner

Cc: Personnel file

On review your sick leave usage since your employment at Anoka Technical College, I have reason to suspect sick leave abuse. In particular, over the past four months, you have been absent XX times either before or after regularly scheduled days off and you have been absent the day after a scheduled holiday.

Any further use of sick leave will require a physician's statement stating the nature of the illness and a clearance to return to work.

I will review this in three months and will re-evaluate the situation at that time.

# Memorandum

To remove medical statement requirement



Date:

To: Jane Doe

From:

Re: Attendance Record

Cc: Personnel file

On XXXdate, I sent you a memo stating that your attendance record would be reviewed in XXdays, and if your pattern of sick leave improved, you would no longer be required to submit a statement from a medical practitioner covering your period of absence when calling in sick. Since that time you have demonstrated improvement in your pattern of attendance. Therefore, I will be dropping the stipulation of providing a practitioner's statement for use of sick leave. This action will take effect as of XXXdate.

I will continue to monitor your pattern of sick leave use and expect that you will continue to cooperate in this area.

# Memorandum

Denial of Sick Leave Request



Date:

To: Jane Doe

From:

Re: Denial of Sick Leave Request

Cc: Personnel file

This memo is to advise you that I will not approve your sick leave request for your absence on XXXdate, without submission of an acceptable statement from a medical practitioner. When you called in sick on XXXdate, you were informed that you would be required to bring in an acceptable statement from a medical practitioner the next time you requested sick leave. In addition, you received written notification of this requirement on XXXdate. Therefore, until an acceptable statement is submitted, your sick leave will not be granted and your absences will be without pay.

# Memorandum

Written Reprimand abuse of sick leave



Date:

To: John Doe

From:

Re: Official written reprimand for abuse of sick leave

Cc: Personnel file  
Jane Doe, (Specific union representative)

You are hereby given this written reprimand as disciplinary action for your continuing inability to report to work as scheduled.

The record indicate you were absent from work approximately XX hours so far this year, (specify the year to and from). The dates are as follows:

Date	Day of the week	Hours gone
List all appropriate absences		

My records do not indicate that these absences were related to a FMLA-qualifying condition. Please let me know if you have a serious health condition of which I should be aware. Absent such a FMLA-qualifying condition, I must warn you in the future, should your attendance not improve, you will be subject to further disciplinary action up to and including discharge.

You may appeal this action pursuant to the Collective Bargaining Agreement.