

PROGRESSIVE DISCIPLINE POLICY ROCEDURES

Absence without Accrued Leave

Effective: 9/1/08

Payroll notifies HR of first infraction and all future infractions of absence without accrued leave.

The Human Resources Coordinator is responsible for preparing and forwarding to the supervisor the *Disciplinary Notice to Employee: Absence Without Accrued Leave* for each absence.

The Program Director is responsible for conducting the disciplinary meeting, reviewing the *Disciplinary Notice to Employee: Absence Without Accrued Leave* with the employee and monitoring the employee's progress.

The disciplinary meeting will be held in a timely manner, one week or less from time of infraction, unless there are extenuating circumstances.

Employee will be requested to sign original *Disciplinary Notice to Employee: Absence Without Accrued Leave* and original will be filed in employee's personnel file. A copy will be given to employee.

Should an employee refuse to sign the *Disciplinary Notice to Employee: Absence Without Accrued Leave*, a notation to that effect will be made by Program Manager on the Employee's Signature line.

The original *Disciplinary Notice to Employee: Absence Without Accrued Leave* will be forwarded to Human Resources and placed in employee's personnel file.

Termination will occur upon notifying the Executive Director or designee of the fourth (4th) absence without accrued leave.