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| **LSU Health Sciences Center – New Orleans** | | | | | | | | | | | | | | | |
| **Human Resource Management** | | | | | | | | | | | | | | | |
| **Unscheduled Absence Form** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| For each occurrence of unscheduled absence, check appropriate box, indicate date, type of occurrence. Employee is to initial as each occurrence is noted by the supervisor.  Type: T=Tardiness; LE=Left Early; CI=Called In; FTR=Failure to report absence properly | | | | | | | | | | | | | | | |
| 1st Occurrence | Date: |  | | Type: |  | Initial: |  | 2nd Occurrence | Date |  | Type: |  | Initial: |  |
| 3rd Occurrence | Date: |  | | Type: |  | Initial: |  | 4th Occurrence | Date |  | Type: |  | Initial: |  |
| 5th Occurrence | Date: |  | | Type: |  | Initial: |  | 6th Occurrence | Date |  | Type: |  | Initial: |  |
| 7th Occurrence | Date: |  | | Type: |  | Initial: |  |  |  |  |  |  |  |  |
| Termination |  |  | |  |  |  |  |  |  |  |  |  |  |  |
| Employee Name: | |  | | | | | | | | | | | | |
| EmplID Number: | |  | | | | | | | | | | | | |
| Job Title: | |  | | | | | | | | | | | | |
| Department: | |  | | | | | | | | | | | | |
| Incident(s): Provide detailed information regarding each occurrence below. | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Supervisor and employee sign, date, and time, to indicate that supervisor has notified employee that he/she is subject to the Unscheduled Absence Policy, explained the Policy to employee and made policy available to employee. | | | | | | | | | | | | | | |
| Employee Signature: | | |  | | | | | | | | | | | |
| Supervisor Signature: | | |  | | | | | | | | | | | |
| Date/Time: | | |  | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **Civil Service 12.6 Non-disciplinary Removals**  **(a) An employee may be non-disciplinarily removed under the following circumstances:**  **2.When, after the employee has been given written notice that his attendance requires improvement and copy of this rule, an employee has seven or more unscheduled absences during any consecutive twenty-six week period. The employee shall also be given written notice each time he incurs a sixth unscheduled absence during a consecutive twenty-six week period. An unscheduled absence occurs when an employee is absent from work without having obtained approved leave prior to the absence. Approval of leave, after the fact, to cover an unscheduled absence shall not prevent the absence from being considered unscheduled. A continuous absence for the same reason is one unscheduled absence, regardless of its duration.** | | | | | | | | | | | | | | |