

January 27, 2020

**SUBJECT: Letter of Warning**

In accordance with Article 16, section 3, of the Collective Bargaining Agreement, this official Letter of Warning is being issued to you for the following reason:

**CHARGE: FAILURE TO BE IN REGULAR ATTENDANCE**

A review of your attendance record from December 28, 2019 to January 22, 2020, indicates that you have been absent from your official duties on the dates listed below. This record reveals a lack of dependability in maintaining your work schedule.

<u>DATE</u>	<u>NUMBER OF HOURS</u>	<u>TYPE OF LEAVE</u>
12/28/2019	8	Sick Leave
01/015/2020	8	Sick Leave
01/21-22/2020	16	Sick Leave

On January 27, 2020 you were given an investigative interview, affording you an opportunity to respond to you actions. During the interview you failed to justify your failure to be regular in attendance. Therefore you are charged as stated above.

Your actions, as described above, are in violation of the following sections of the Employee & Labor Relations Manual (ELM):

**665.41 Requirement of Regular Attendance**

Employees are required to be regular in attendance. Failure to be regular in attendance may result in disciplinary action, including removal from the Postal Service.

**511.43 Employee Responsibilities**

Employees are expected to maintain their assigned schedule and must make every effort to avoid unscheduled absences. In addition, employees must provide acceptable evidence for absences when required.

This action is taken to impress on you the importance of being in regular attendance and to correct your work deficiencies and demonstrate adherence to postal regulations. Failure to meet the above stated or other legitimate work expectations may result in further discipline action, up to and including removal/discharge from the Postal Service.

You have the right to file a grievance under the Grievance/Arbitration procedure set forth in Article 15, Section 2 of the National Agreement within fourteen (14) days of your receipt of this notice

2/10/2020  
Date

2-11-20  
Date

Time: 3:53 PM

cc:  
eOPF  
Labor Relations  
Postmaster  
ACO  
file