

MEMORANDUM OF COUNSEL

TO: Employee's Name

FROM: Supervisor's Name

DATE: Date memo will be discussed with the employee.

This memorandum of counsel is issued to document the following concerns and necessary corrective action being discussed in our meeting today. In the past, I have shared with you concerns that I have with your attendance. This memorandum is to advise you that I continue to have concerns with your excessive tardiness and absences, which are having a negative impact in your ability to fulfill your job duties.

Therefore, the following actions should be taken immediately to bring your attendance to an effective level:

- I expect that all leave requests be submitted in advance. In the event of any unplanned absences, you are directed to contact me directly by 8:00 am, to notify me of your absence. Leaving a voicemail is not acceptable. If you are unable to reach me, you should follow the chain of command until you are able to reach a supervisor to notify leadership of your absence. Failure to follow these procedures will result in the time being processed as leave without pay.
- I expect that you will be consistently prepared to begin your workday, at your designated work location, at your assigned arrival time of 8:00 am. Your lunch break will be from 12:00 pm to 1:00 pm, and your departure time will be 5:00 pm. Any exceptions to this schedule will require my advance approval.

Please note this memorandum of counsel will be kept in your departmental file. Failure to take the corrective action discussed in this memorandum may result in further appropriate corrective action.

Cc: Departmental file

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