DEPARTMENT LETTERHEAD

To: Employee Employee ID #

From: Supervisor

Cc: Employee Relations and Compliance

Date:

Re: Attendance Improvement Plan (AIP)

This memorandum serves as documentation of our previous discussions, for example, the recent discussion held DATE in my office, regarding your attendance. Regrettably, your pattern of absences and your consistent use of the sick leave as it is earned has been determined to be abuse of the sick leave privilege.

Your excessive absenteeism is negatively impacting your work performance because .... In the three months you missed all or part of 12 days of work. In addition, today, you did not arrive at your scheduled time of 9:00 a.m., nor did you call to indicate any reason for your tardiness. Instead, you arrived at approximately 9:40 a.m. and did not alert me that you had arrived, nor did you provide me any reason for this tardiness. Therefore, you are being placed on an attendance improvement plan (AIP), effective today.

The following time and attendance expectations are outlined for your convenience:

1. Your designated work hours are from 9:00 am until 5:30 pm.
2. A late arrival in excess of 60 minutes after your designated start time will be considered an unexcused absence.
3. All absence must be reported to me directly at PHONE. Voice mail is not acceptable. If I am unavailable, you will speak with ....
4. Any absence without pay will be considered an unexcused absence.

If you have any questions or concerns, please notify me immediately. Future unexcused absences or tardiness will result in disciplinary action, up to and including termination.

EMPLOYEE, I am confident you are capable of meeting the outlined expectations. Please let me know if you have any questions or concerns. I have scheduled our next meeting to review your attendance on DATE.

Acknowledgement

I understand that my signature does not constitute agreement or disagreement with the conditions set forth in this attendance improvement plan. I acknowledge receipt of this document and had an opportunity to ask questions.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_