



Instructions for Completing Unscheduled Absence Form- Supervisory Notice

Amended: June 6, 2011

An employee who has been counseled in writing regarding absenteeism may become subject to the LSUHSC Unscheduled Absence Policy as follows:

1. Supervisor meets with employee to advise that employee is subject to the Unscheduled Absence Policy.
2. Supervisor explains Policy and either provides a copy to the employee or directs them to view the Policy on the LSUHSC website.
<http://www.lsuhs.edu/administration/hrm/relations-unscheduledabsences.aspx>
3. Supervisor and employee sign the Unscheduled Absence Form noting date and time. (This is important in the event we must prove to Civil Service that employees were aware that they were subject to the Policy.)
4. At each occurrence of unscheduled absence, the supervisor meets with the employee to advise him/her that an incident is being recorded as an unscheduled absence.
5. The supervisor checks the appropriate box for the number of the occurrence, dates the occurrence, and indicates the type of occurrence. For instance, T = Tardiness; LE = Left Early; CI = Called In; FTR = Failure to Report Absence Properly.
Detailed information for each occurrence may be recorded in the comments box. Following is an example.
5/6/2011 – without prior approval, employee arrives at work 30 minutes after his or her designated reporting time.
5/26/2011 – without prior approval, employee returns from lunch 30 minutes after the authorized period has ended.
6. Employee must initial alongside each occurrence.
7. If employee has seven (7) or more unscheduled absences during any consecutive 26-week period, and supervisor wishes to recommend termination, supervisor sends form to the Labor Relations Section of Human Resource Management with a recommendation to terminate.