

DC DEPARTMENT OF HUMAN RESOURCES**Division Name**

Date (Month Day, Year)

Ms. Vestibule Tesla
406 Libation Drive
Arlington, Virginia

Re: | Leave Restriction Notice

Dear Ms. Tesla:

As we previously discussed, you used unscheduled leave on several occasions that represents a pattern or practice. This must be rectified.

Standards

Employees are expected to report to work on time and be present to complete their work assignments. Whenever there is substantial evidence that the employee is engaging in a pattern or practice of abuse of unscheduled leave, an employee's immediate supervisor may restrict an employee from using unscheduled leave. Examples of leave abuse include requesting unscheduled leave –

1. to avoid certain work shifts or work assignments;
2. when a personal emergency does not exist;
3. with such frequency that the employee is absent from work on a consistent and regular basis; or
4. with such frequency that the employee is unavailable immediately before or after the employee's consecutive two (2) days outside of the basic workweek.

Violations

You have repeatedly failed to report to work on time and have engaged in a pattern of unscheduled leave abuse. From August 10, 2022, through September 23, 2022, you used unscheduled leave on eight occasions:

1. August 10, 2022
2. August 12, 2022
3. August 24, 2022
4. August 26, 2022
5. September 7, 2022
6. September 9, 2022
7. September 21, 2022
8. September 23, 2022

We have discussed your usage of unscheduled leave and I have tried to give you an opportunity to improve, to no avail.

Your failure to properly use unscheduled leave has adversely affected your work performance and imposed hardship upon your co-workers, who must continually absorb your duties when you are absent or late. Your actions interfere with the efficiency and integrity of government operations and detract from this agency's ability to carry out its mission.

Expectations Going Forward

You are expected to show immediate improvement in your attendance. You have repeatedly used unscheduled leave and/or failed to report to work on eight occasions. Although I discussed these matters with you on August 30, 2022, your attendance issues have not improved. Therefore, you are being placed on leave restriction effective the date that you receive this letter, and are directed as follows:

Conditions of Leave Restriction

1. Tardiness

Your scheduled arrival time is 9:00 a.m., and you are to report to work each workday at your scheduled time. Should you anticipate being late, you are to call me before your scheduled tour of duty and advise me of your lateness and the reason for being late. Your reason for being late may be subject to an excused absence, or an appropriate charge of leave.

Absence without Leave (AWOL) will be charged for tardiness if you either:

- 1) fail to call me and notify me of the reason for not reporting to work at your scheduled time, or
- 2) provide an inadequate reason for your absence. (See § 1268 of Chapter 12 of the D.C. personnel regulations.)

If I am not available, you must contact James Haze, Supervisory Human Resources Specialist at 202-123-4567. Acceptable modes of contact include email and voicemail messages, according to agency guidelines. Please be advised that any other form of contact will not be accepted as official notification.

2. Use of Unscheduled Annual Leave

Unscheduled annual leave requests must be approved by me in advance. If I am absent, you must direct any such request(s) to James Haze, Supervisory Human Resources Specialist at 202-123-4567. If your request(s) for unscheduled annual leave is not approved or denied, you must report to work or, should you fail to do so, you will be charged with AWOL and subject to administrative action under Chapter 16 of the D.C. personnel regulations. (See Section 1244.10 of Chapter 12 of the D.C. personnel regulations.) Acceptable modes of contact include email and voicemail messages, according to agency guidelines. Please be advised that any other form of contact will not be accepted as official notification.

3. Use of Sick Leave

Regardless of duration, any unscheduled sick leave may require appropriate documentation from your doctor. (See Section 1242.7 of Chapter 12 of the D.C. personnel regulations.) Your supervisor will notify you if such documentation is required. When such documentation is required, any unscheduled sick leave that is not supported by the appropriate documentation will be charged to AWOL and you shall be subject to administrative action under Chapter 16 of the D.C. personnel regulations. (See Section 1244.10 of Chapter 12 of the D.C. personnel regulations.)

Sick leave for pre-scheduled medical, dental, or optical appointments must be requested and approved in advance. (See Sections 1242.5 and 1244.10 of Chapter 12 of the D.C. personnel regulations.)

4. Leave Without Pay (LWOP)

Please be advised that only managers and supervisors may authorize the use of LWOP. Generally speaking, the authorization of leave without pay shall be a matter of administrative discretion.

5. Absence Without Leave (AWOL)

You will be notified in writing of the date(s), the number of hours for each date, and the reason(s) for any AWOL charge. AWOL charges will result in disciplinary action, up to and including removal.

6. Duration of Leave Restriction

You will remain on leave restriction for a period of **thirty (30) calendar days from the date of this memorandum**. At the end of the leave restriction period, your attendance will be re-evaluated by your supervisor. If you have not made sufficient improvement in your use of unscheduled leave during the prescribed period of leave restriction, the leave restriction period may be extended and/or you may be subject to disciplinary action. However, if you have completed the prescribed period of leave restriction without incident, you will be removed from leave restriction and may return to requesting unscheduled leave when necessary and in accordance with agency policy.

If you find that you are facing issues or concerns that might be interfering with your ability to report to work and successfully complete all of the above requirements, please contact the District government's *Employee Assistance Program (EAP)* at (800) 346 - 0110.

If you have any questions about your leave restriction, please feel to contact me at 202-123-5467 or speak to me in person.

Sincerely,

Mr. Frances LaCroix

Deputy Director, District Agency of Amazing