TO:

FROM :

DATE: July 1, 2021

SUBJECT: Summary of Our Meeting – Oral Reprimand

This letter is a summary of our discussion on Enter Date. During that discussion, I informed you that you have almost exhausted your annual days, sick days and personal days for the 2021-2022 school year.

Your usage of accrued days has been discussed with you on the following date(s):

* Enter date of discussion, I discussed with you your leave usage.

District Policy DP337B NEG allows up to 15 personal non-paid days in a three year period. To be eligible, you must have a serious or compelling need for a leave of absence. You must also apply to use this leave through the appropriate Area Administrator before the leave is needed. If your request for unpaid leave is rejected and you do not show up for work despite the denial, you will be deemed as voluntarily terminating your employment with the District.

You must understand you have enter balance accrued days remaining for missing work for the balance of this school year. If you exhaust your remaining accrued days and continue to miss work without getting approval per policy, possible employment action may be taken, up to and including termination of employment. Please let me know if I can do anything to assist you in succeeding in your job.

If you have any questions or concerns, or if you would like to respond to our meeting, please do so in writing no later than 10 working days from receipt of this letter.

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Principal Date

I have received a copy of this memorandum.

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Employee Name Date