TO:

FROM :

DATE: July 1, 2021

SUBJECT: Summary of Our Meeting – Written Warning

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

This same situation has been discussed with you on several different occasions which are listed below:

* Enter date, I discussed with you concerns about your leave usage.
* Enter date, you were notified in a letter your leave balances were nearly exhausted.

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 zero accrued days remaining for missing work for the balance of this school year. District Policy DP 316 NEG- Orderly Termination Procedures-ESP, discusses causes for contract termination. If you miss any more work without getting approval per policy, I believe your attendance problems will meet the following reasons discussed in the above policy and may subject you to employment action, up to and including termination:

i- Repeated violation of District policy.

j- Unprofessional conduct not characteristic of or befitting a Jordan District Employee.

m- Performance, attitude or other employment attribute which is substantially below the performance reasonably expected from other educators having similar responsibilities and duties…

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 ten 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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Enter employee name Date

cc: Brent Burge, Human Resources, ESP

 District file