



Sample Letter #1

Date

To

RE: Absenteeism

Further to our meeting on (date), this letter will confirm that during the past (number) weeks you have been absent due to illness on (number) occasions for a total of (number) days. A listing of these specific days and occasions is attached for your information.

As discussed, such absences have a detrimental impact on the department's ability to provide the service to the public for which we all are responsible. If there are reasons for your absences that you feel are personal or confidential, I recommend that you contact Employee Assistance Program Services at 392-6633.

Given the importance of regular attendance, I would encourage you to work towards improving your attendance record and I would be pleased to assist you in achieving such improvement.

**** (Optional paragraph)** (Summary of any course of action agreed to (e.g., Employee Assistance Program, etc.) or commitments made by employee to address absenteeism concerns).

Yours truly,

Supervisor's Signature

Attachments: List of occasions/days
Policy Statement

cc: Employee file



Sample Letter #2

Date

To

RE: Absenteeism

Further to our previous discussions on this matter and our meeting on (date), during the past (number) weeks you have been absent due to illness on (number) occasions for a total of (number) days.

As we discussed, frequent absenteeism has a detrimental effect on our ability to deliver the services to the public for which we are responsible.

We consider this to be a serious matter and we are prepared to work with you in an attempt to improve your attendance. You should be aware that in certain situations where an employee is unable to attend work on a regular basis other courses of action and possible consequences include transfer, demotion or denial of promotion. If efforts continue to be unsuccessful, it could lead to non-disciplinary termination.

While I am not contemplating any such action at this time, I want you to be aware of what could happen in the future should the situation not improve.

If there are reasons for your absences that you feel are personal or confidential, I recommend that you contact Employee Assistance Program services at 392-6633.

**** (Optional paragraph)** (Summary of any course of action agreed to (e.g., Employee Assistance Program, etc.) or commitments made by employee to address absenteeism concerns).

Yours truly,

Supervisor's/Manager's Signature

cc: Employee file
Human Resources



Sample Letter #3

Note: Use only those paragraphs that apply

Date

To

RE: Absenteeism

Further to our previous discussions on this matter and our meeting on (date), during the past (number) weeks you have been absent due to illness on (number) occasions for a total of (number) days.

As discussed, this level of absenteeism affects our ability to deliver the services for which we are responsible. Accordingly, as discussed, we have made you an appointment with (Employee Assistance Program, Employee Health and Rehabilitation services, other) on (date) at (time) located at (location). The services of the Employee Assistance Program were explained to you. In addition, you were provided with an information brochure.

We will continue to support your efforts to improve your attendance. However, should no improvement be forthcoming we will pursue other avenues available to us. This may include demotion, transfer or termination.

(Summary of any course of action agreed to (e.g., Employee Assistance Program, etc.) or commitments made by employee to address absenteeism concerns).

Yours truly,

Manager's Signature

cc: Employee file
Human Resources



Sample Letter #4

This letter must be reviewed with Labour Relations before it is finalized.

Date

To

RE: Absenteeism

Further to our letter to you dated (date) and our meeting of (date) regarding your absenteeism, it is noted that you have been absent on the following occasions:

(list occasions)

This level of absenteeism affects our ability to deliver the services for which we are responsible. I will review your attendance over the next 3 months and if there is not a satisfactory improvement, appropriate action will be taken, including termination.

Yours truly,

Executive Director's Signature

cc: Employee file
Human Resources