

SAMPLE LETTER OF REPRIMAND - EXCESSIVE ABSENCES

Letter to File - on School Letterhead Stationery

TO: Teacher's Name

FROM: Principal's Name

SUBJECT: Continuing Concern about Excessive Use of Leave

State the purpose of the letter This letter is to summarize the conference held with you and your representative on October 4, 2012, dealing with your continuing use of sick leave. As I outlined in the conference, this is a continuing pattern that is troubling to me, especially since your absences are accumulating so early in the school year. You were given 10 sick and personal days at the start of school on September 7, 2012, and to date, you have used seven of those days. In the conference, we also discussed a similar pattern of absenteeism that occurred last year (2011) with conferences in December, 2010, and February, 2011, and summary letters that were provided to you and submitted to your file.

Provide specifics – as many as possible At the start of this school year, you called in sick for three days in the second week of school (September 12, 13, and 14). On one of those days - September 12 - we were unable to secure a substitute teacher in a timely manner as your call was made only seven minutes before the start of school. In addition, there were no lesson plans left for the substitute teacher who was assigned for September 13 and 14. I am deeply concerned that your excessive use of leave, similar to last year, has begun so early in the school year.

Give teacher's response – if relevant During our conference, you stated that you are caring for a sick relative and that you anticipate using more leave in the near future. While I sympathize with your situation, I want to be very clear that I will not approve additional leave without pay beyond your remaining sick leave (currently three days). I strongly urge you to consider alternative ways to remedy this situation as further absences are damaging to your students and to your work. You may wish to consult with Human Resources to determine whether you qualify for a long-term. I trust that you will address this situation immediately and that you will be able to meet your contractual obligations.

Outline future consequences if pattern doesn't improve I am very hopeful that your attendance will improve and that disciplinary action will not be necessary beyond this letter of concern. If there is any part of this letter that needs clarification or you have further questions

Principal's Signature and Date

Teacher's Signature and Date Copy to Teacher's File

Samples Of School Staff Reprimand Notices

WJ Hussar

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