

Sample Sick Leave Verification Letter

Consult with your human resources representative before customizing this letter. This letter is for use in excessive absenteeism cases where Family Medical Leave has NOT been utilized by the employee. You may add, delete and customize to fit the letter to your specific circumstances. In cases where the employee's leave is protected by the Family Medical Leave Act, consult your HR representative or employment law attorney for additional advice.

TO: Employee Name, Job Title

FROM: Supervisor/Manager Name, Job Title

This memorandum reflects our meeting on [date], specifically our discussion relating to your work habits, your unanticipated or unscheduled absences, your failure to report to work timely, and your failure to personally speak to a supervisor or manager on the occasions you did report to work.

During the meeting, I reminded you that employees accrue sick leave at the rate of [accrual rate] per year. You were informed that, between [date range] you have taken [amount of leave used or days absent] for a total of [hours or days] of unanticipated absences. You are consistently exhausting your leave balances in excess of your accrual rate. You were offered Family Medical Leave paperwork on [date], but you have not completed the paperwork or indicated a need or eligibility for Family Medical Leave.

On several occasions, you have not reported to work timely, and you were not ready to start your workday at [start time]. Recently, you have left voice mails that you would be late, and when you do arrive, you do not personally speak to your supervisor or manager to alert us that you have arrived. You have failed to report your absences consistently, or speak to your manager or supervisor directly, as required by company policy.

As I shared with you, our primary business concern is [insert example of operational needs, for example: coverage for the various assignments]. I explained how repeated, unscheduled absences impacts operations, causing additional workload for your co-workers and a decreased level of service to our internal and external customers.

When asked what you thought might help to rectify your tardiness or excessive, unanticipated leave, you indicated [employee's response.]

Because of your excessive unscheduled absences, you were advised that a doctor's note is required for any unscheduled absences. Should you choose not to provide us with a doctor's note regarding your unscheduled absence, the leave time will be reflected as absent without leave. Please note that absent without leave status is unpaid and may be subject to discipline.

You are expected to be at your desk, ready to start the workday at [start time]. If you will be unable to report on time, this must be pre-approved in advance by your supervisor or manager, otherwise you will be considered tardy. Any future instances of tardiness will be considered as absent without leave and will be unpaid. You will not be permitted to make up this time or use vacation to cover your tardiness.

Your work habits will be initially reviewed on [date – for example, 30 days out] to determine if an improvement in your work habits has occurred. Failure to improve, or any additional problems with your work habits or performance issues will result in further disciplinary action, up to and including dismissal from employment.

Please let me know if you have any questions.

Sincerely,

cc: Human Resources Department



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