TO:

FROM :

DATE: July 1, 2021

SUBJECT: Summary of Our Meeting – Written Reprimand

This letter is a summary of our discussion on Enter discussion date. During that discussion, you were informed that you had exhausted your annual days, sick days and personal days for the 2021-2022 school year and have now used Enter number of non-paid days.

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

* Enter date, we discussed you exhausting your accrued days.
* Enter date, you were notified in writing your leave balances were nearly exhausted.
* Enter date, you were notified in writing you had used all your accrued leave.

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 taken. 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.

District Policy DP 316 NEG- Orderly Termination Procedures- ESP discusses causes for contract termination. Due to your continued and excessive non-paid absences, district policy addresses your attendance as follows:

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…

This is a written reprimand for using non-paid time which has not been approved in advance. Any future absenteeism for the contract year of 2021 -2022 will lead to employment action, up to and including termination of your 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 enter ten working days.

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Principal Date

I have received a copy of this memorandum.

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Employee Signature Date

cc: Brent Burge, Human Resources, ESP

 Personnel file