

# MEMORANDUM

## DEPARTMENT OF GENERAL SERVICES – MARYLAND CAPITOL POLICE

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To: \_\_\_\_\_

Date: \_\_\_\_\_

From: \_\_\_\_\_

Copies: Human Resources / Headquarters / Aux. Personnel File

Subject: **Notice of One Day Sick Leave Reporting Status**

This is to confirm that on \_\_\_\_\_, you were counseled in accordance with the Department's Administrative Directive on Sick Leave for having five or more instances of undocumented sick leave within a 12 month period or maintaining a pattern of zero or near zero sick leave balance. You were further advised that any further undocumented occurrences of sick leave would result in you being placed on "One Day Sick Leave Reporting Status". Since that time, you had another instance of undocumented sick leave.

Accordingly, and effective immediately you are being placed on "Sick Leave Reporting Status". Any future absence(s) for illness must be documented with a signed certificate from an acceptable medical practitioner.

Example: "John Smith has been under my care from \_\_\_\_\_ to \_\_\_\_\_ and was unable to work. John Smith may return to work on \_\_\_\_\_."

After being placed on sick leave reporting status, failure to bring in the appropriate documentation upon your return to work may result in the absence being charged to LAW (Leave Without Pay). Disciplinary action may also be taken, including suspension, an unsatisfactory rating on your annual efficiency rating report, deferral or denial of your annual increment, or denial of a non-competitive promotion. You may also be referred to the State's Medical Director for a medical evaluation to determine whether or not you are able to perform your job duties.

Your leave record will be reviewed again in six months. If there is a marked improvement, you may be removed from "One Day Sick Leave Reporting Status".

I have received a copy of this memorandum and understand the stated procedures.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date employee notified