

MEMORANDUM

DEPARTMENT OF GENERAL SERVICES MARYLAND CAPITOL POLICE

To: _____

Date: _____

From: _____

Copies to: Human Resources / Headquarters / Aux. Personnel File

Subject: Report of Counseling Session - Excessive/Undocumented Sick Leave

This is to confirm that, on today's date, 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.

Should you have another absence for illness and fail to provide the necessary documentation, you may be placed on "Sick Leave Reporting Status".

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.

Employee's Signature

Supervisor's Signature

Date discussed with employee