

SAMPLE 'WARNING' LETTER

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Date

Name
Address

Dear:

The purpose of this letter is to advise you that you appear to have violated Article 5, Section 5.1 of the MCCD-UPM/AFT Contract, which is subject to sanctions under Article, 24, Section 24.5 of the Contract – (FAILURE TO FILE REQUIRED ABSENCE REPORT WITHIN THREE WORKING DAYS (as defined in Article 12.2.3) UPON RETURN TO SERVICE IN THE DISTRICT). Specifically, you were absent on April 24, 2011 and did not file an absence report until May 21, 2011.

If you believe this notice to be in error or that this violation is mitigated by unavoidable circumstances, Please communicate with me in writing within ten (10) working days (as defined in Article 12.2.3) in order to avoid the imposition of Article 24 sanctions. If I do not hear from you, or if the District is not in error, you will receive the penalty provided for in Article 24.5 of the Contract.

I urge you to carefully examine this and other contractual obligations of Article 24 in order to avoid a letter of censure and subsequent financial penalties.

Sincerely,

Vice President/Dean

Cc: UPM