



## JOB AIDS AND RESOURCES

### Template – Proposed Removal under Rule 12.6(a)1

*(assumes notice by mail)*

September 10, 2013

Employee  
123 Green Road  
City, LA 70000

Dear Employee:

As of today, you have fewer than eight hours of sick leave and, according to the physician's certificate you provided, you are medically unable to perform the essential functions of your job as a \_\_\_\_\_. Therefore, I propose to non-disciplinarily remove you from your position under Civil Service Rule 12.6(a)1, which is a non-disciplinary removal that does not disqualify you from certain re-employment eligibilities and rights. This rule allows a non-disciplinary removal when, on the date this notice is mailed or hand delivered, the employee is unable to perform the essential functions of his or her job due to illness or medical disability and has fewer than eight hours of sick leave.

The evidence to support this assertion includes your sick leave register and your physician's statement. Copies are attached.

You have the right to respond, in writing, to this proposed action. This is your opportunity to explain why I should not remove you from your position. Your response is due by 4:00 p.m., on \_\_\_\_\_, 2013, and may be mailed to \_\_\_\_\_, faxed to \_\_\_\_\_, or emailed to \_\_\_\_\_. After I have considered your response, I will advise you in writing what action I will take, if any.

Sincerely,

Appointing Authority

Attachments:

Sick leave register  
Physician's statement