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**- OFFICER OR NON-OFFICER LETTER OF Counseling -
- GENERAL ISSUES -**

U.S. Department of Homeland Security
Arlington, VA 22202



**Transportation
Security
Administration**

Date: September 13, 2011

To: (b)(6)
**Master Behavior Detection Officer (M-BDO)
CHA**

From: (b)(5)
**BDO Manager (STSM)
TYS/CHA**

Subject: **Letter of Counseling**

I conducted a leave audit from January to September 2011. You have excessive use of unscheduled sick leave. Your assigned shift is 0430 to 1300 with Friday and Saturday RDOs.

You were absent or left work early for unscheduled leave on the following dates:

- Sunday 01/09/2011 in conjunction with RDOs
- Sunday 01/16/2011 in conjunction with RDOs
- Monday 01/17/2011 not in conjunction with RDOs
- Sunday 01/30/2011 in conjunction with RDOs
- Monday 02/28/2011 went home early sick (6 hrs)
- Wednesday 03/16/2011 not in conjunction with RDOs
- Thursday 03/17/2011 in conjunction with RDOs
- Thursday 04/28/2011 in conjunction with RDOs (Due to weather Tornado)
- Monday 05/09/2011 went home early child sick (5 hrs)
- Tuesday 05/10/2011 no record of call in to ETRCC
- Thursday 05/12/2011 in conjunction with RDOs (Child sick)
- Sunday 07/24/2011 in conjunction with RDOs
- Tuesday 09/06/2011 not in conjunction with RDOs

I also note that in March of 2010 you were given a letter of counseling for low leave balance issued by TSM Hoppes.

(1)

As your manager, I am issuing you this letter of counseling regarding your excessive use of unscheduled sick leave in accordance with TSA policy.

As TSA HANDBOOK TO MANAGEMENT DIRECTIVE No. 1100.63-1 States:

11. Excessive Use of Unscheduled Sick Leave

- (a) Supervisors or other authorized management officials are responsible for monitoring unscheduled use of sick leave. Excessive use of unscheduled leave should be addressed immediately.
- (b) Excessive use of unscheduled sick leave could serve as the basis for requiring an employee to substantiate all absences with administratively acceptable documentation.

47. Medical Documentation:

- (e) *An employee suspected of abusing sick leave privileges through the use of excessive unscheduled sick leave may be placed on leave restriction.*

Please be advised that any future excessive unscheduled leave may result in leave restriction or disciplinary action, up to and including removal from the Federal service. Now that you are on notice of these issues I expect improvement in these areas.

When employees fail to report for duty as scheduled, it adversely affects our ability to schedule BDOs necessary to provide efficient and effective security at our airports.

Proper attendance is a condition of your employment.

This letter of counseling is not a formal disciplinary action and may not be grieved through agency grievance procedures. It will not be placed in your Official Personnel File. However, I will retain a copy of this letter indefinitely in the event it is necessary to demonstrate that you have been placed on notice regarding this type of behavior.

I am available to help you if you need guidance on this matter. Additionally, if you need assistance in dealing with any personal matters, the Employee Assistance Program (EAP) is available to provide confidential counseling services. EAP can be reached by calling 1-800-222-0364.

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Please sign the acknowledgement of receipt below. Your signature does not indicate agreement with this action; it only represents receipt of this notice on the date signed.

(b)(6)

Date 09/15/2011

BDO Manager (STSM) -TYS/CHA East TN Region

(b)(6)

Date 9-13-2011

E-BDO-POC/CHA

Acknowledgement of Receipt:

(b)(6)

Date 9-13-11

M-BDO-CHA