

ENTERED MAY 14 2019

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**RE: Jean Rabbit Waboose Absenteeism**

I called Jean at 9:05 AM this morning and gave her a verbal warning that she must let her supervisor know when she was not going to be at work for any reason. I also advised her that if it is an emergency and she is unable to submit a request for leave 3 days in advance, to call or email me and let me know.

I held a team teleconference on May 9, 2019 and Jean was not in attendance. Following the teleconference, I contacted her via email and inquired as to why she was not present. She texted me shortly after and let me know she left the community for a medical appointment. No request for leave was submitted in advance.

Danielle Wood

Release and Reintegration Supervisor



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