

Memo to be issued to an employee for his habitual absence and sending medical certificate

To

.....

.....

This has reference to your application dated.....asking for extension of your leave for.....days on medical grounds which was forwarded to the competent authority but he has not granted the sanction and advised the undersigned to write to you as under:

We would like to bring to your notice certain very disturbing aspects of your leave taken over a period of the last.....years. No doubt, the management is deeply concerned with whatever medical problems either you or your family have but we do not appreciate the cavalier manner in which you go about seeking and expecting to be granted leave most often as *an ex post facto* exercise or as in this case at the very last minute. Your application for extension of leave is dated.....when you were supposed to join which shows *mala fide* on your part in taking your employment in a casual, irresponsible and light manner. As in the past, we were left with really no time to take care of the damage done to the production/work as entrusted to you at such minimal notice.

Adhoc arrangements and frequent changes of employees is detrimental to the smooth production, productivity and efficiency in work. Over the past.....years much damage has already been caused owing to the disruption which was inevitable for a long period whenever you took leave or did not report to work without prior intimation on the appointed date after the expiry of your leave.

More than once, the management has closed an eye considerably and gave you *ex post facto* leave but the kindness as shown to you has been misused by you. Unlike government offices and public undertakings, we do not have a large pool of our own employees who can absorb the additional work created when an employee does not report for duty continuously for weeks together. Increasingly, it has become difficult to find employees to fill *ad hoc* or leave vacancy requirements. It hardly needs to be mentioned that when employees are frequently changed, time is also lost because both the supervisors and subordinates take time to know each other and adapt to the style of their own which is always bound to be different from employee to employee.

We are hoping that at least from this year there will be no such disruption from your side in availing of leave or absence from duties. Given below, you will find a record of the leave you have availed of outside the legitimate leave that were applicable to you.

(Herein give the past record when the concerned employee has overstayed his sanctioned leave).

From what has been pointed out above, it appears to us that you have been having constant medical problems which prevent you from discharging your contractual obligations to serve the interest of the Organisation. Under the circumstances, we are not in a position to grant you any more leave as there is none to your credit also.

You are requested to join your duty at the earliest otherwise the management will be constrained to take disciplinary action and/or to discharge you from service due to your continuous ill health.

