

**INSERT DEPARTMENT LETTERHEAD**

<DATE>

**<HAND-DELIVERED OR EMAIL OR USPS CERTIFIED MAIL>**

<FULL LEGAL NAME>

<UIN>

<CLASSIFICATION>

**Decision Making Leave**

Dear <NAME>:

This letter is to confirm our discussion on <DATE>, about <ENTER “*BASIC ISSUE/OVERALL CONCERN*” AND SPECIFIC DATES OF INFRACTION FROM THE PRE-MEETING CHECKLIST>.

<DESCRIBE CONTINUING PROBLEM>. Because the severity of these infractions, the appropriate step of the Performance Partnership Program is to place you on a Decision Making Leave (DML). **You will serve this DML on <DAY, DATE>.**

During our discussion, I advised you that the Decision Making Leave is a one-day disciplinary suspension from work and the final step of our discipline system. While you will be paid for the day you are on Decision Making Leave, you are required to use that day to make a final decision: (1) to solve the immediate problem and commit to maintaining fully acceptable work performance in every area; or (2) return to work without making a commitment to solve the work performance problem and possibly face further disciplinary action up to and including discharge if any performance issues re-occur or; (3) voluntarily resign and find more suitable employment elsewhere. **When you return from your Decision Making Leave on <DAY, DATE>, at <TIME>, you must notify me of your decision.**

You must understand that if you choose (1) or (2) you face the possibility of discharge if further disciplinary action becomes necessary. Upon your return to work, you must report to <LOCATION>, at <TIME>, to meet with <ME or PERSON>. At that time, we will discuss the decision you have made.

Sincerely,

First and Last Name

<CLASSIFICATION>

Enclosures:     Resource Rack Card  
                      FSAS Brochure

c:       LER Consultant  
         PPP Coordinator  
         Union Representative (s) [if applicable]  
         University Legal Counsel  
         IHR Personnel File – Records Section  
         Unit File/HR File