

Date: \_\_\_\_\_

Name: \_\_\_\_\_

This letter documents your  tardiness to  
 absence from  
 failure to arrange complete coverage for

an ambulance at Rescue \_\_\_\_\_  
 Zone \_\_\_\_\_  
an assigned duty on  Squad \_\_\_\_\_  
 955  
 EMS-5

day  
on the  night of \_\_\_\_\_.

Your absence from duty placed an unfair burden on other members of the system and compromised delivery of services to the community. To correct for this inequity, the following action is taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please try to anticipate conflicts between your EMS duties and your other commitments, and prepare your availability sheets accordingly. Consider requesting personal leave for times when your schedule is packed or unpredictable. Unfortunately, the squad is limited in its ability to support members with chronically unpredictable schedules.

Should you wish to appeal this action, you must do so in a letter addressed to me. If you have questions concerning this matter or the appeal process, feel free to contact me by digital pager.

Sincerely,

Assistant Squad Commander

cc:  Ambulance Schedule Coordinator       Department Personnel File  
 ALS & EMS-5 Schedule Coordinator       Squad Personnel File  
 Squad Truck Schedule Coordinator       Squad Commander