



Discharge – Absenteeism and Tardiness

Please answer all questions below. Any questions left unanswered will not be considered when determining your eligibility for Unemployment Insurance.

Claimant Name: _____ Last 4 Digits of Claimant’s Social Security #: _____

Employer Representative Name: _____ Telephone: _____

Employer Representative Title: _____ Date completed Questionnaire: _____

Are you authorized to provide a statement on behalf of the company? YES NO

Employer Statement

1. What was the claimant’s last physical date of work (mm/dd/yyyy)? _____

2. What date was the claimant fired/discharged (mm/dd/yyyy)? _____

3. Who discharged the claimant? Name: _____

Title: _____

4. Why was the claimant discharged? Absenteeism Tardiness Both

5. When was the claimant’s last absence or tardiness (mm/dd/yyyy)? _____

a. If there is a gap in time between the date of the final absence/tardiness and the date of the discharge, please explain why you waited to discharge the claimant.

6. When was the claimant due into work on that day? _____

7. Did the claimant call or notify you that they would be late or unable to report to work on that day?

YES NO

a. If yes, when did they call or notify you (Date and Time)? _____

b. If yes, who did the claimant speak to when reporting the absence/tardiness?

c. What was the reason given for the absence/tardiness? _____

d. Did the call-in follow proper procedure? YES NO

i. If no, please explain: _____

8. Is there a company policy regarding absenteeism and/or tardiness? YES NO

a. If yes, what is the specific policy?

b. If yes, was the claimant aware of the policy? YES NO

i. If yes, how was the claimant made aware of the policy?

- Bulletin Board Email Handbook/Handout
 Verbally Video Not Informed

9. Has there been any prior incident or incidents of absenteeism or tardiness? YES NO

a. If yes, please provide details and date(s):

b. If yes, was the claimant previously warned for any prior absences or tardiness?

YES NO

a. If yes, provide date of last warning (mm/dd/yyyy): _____

ii. Type of warning: Verbal Written Final

iii. Provide details of last warning:

iv. Name and title of person who issued the last warning:

Name: _____

Title: _____

10. Provide details of any other warnings issued to the claimant. Include dates and name(s) of the individual(s) who issued the warning(s). If the claimant did not have any prior warnings, indicate "None".

11. Enter any additional information you feel may be necessary:

I hereby certify that, to the best of my knowledge and belief, the information I have provided is true.

YES NO

Signature: _____

English

Important! This document contains **important information** about your rights, responsibilities and/or benefits. It is critical that you understand the information in this document, and we will provide the information in your preferred language at no cost to you. **Call (401) 415-6772** for assistance in the translation and understanding of the information in this document.

American Sign Language

Important! Please visit here for ASL version of this document: https://www.youtube.com/channel/UCQuwufqdfDDY3cLU3nyH_w/videos

Spanish / Español

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Chinese - Traditional / 繁體中文

重要須知! 本文件包含 **重要資訊**, 事關您的權利、責任, 和/或福利。請您務必理解本文件所含資訊, 而我們也將使用您偏好的語言, 無償為您提供資訊。請致電 **(401) 415-6772** 洽詢翻譯及理解本文件資訊方面的協助。

Vietnamese / Việt

Lưu ý quan trọng! Tài liệu này chứa **thông tin quan trọng** về quyền hạn, trách nhiệm và/ hoặc quyền lợi của quý vị. Việc hiểu rõ thông tin trong tài liệu này là rất quan trọng, và chúng tôi sẽ cung cấp miễn phí cho quý vị thông tin này bằng ngôn ngữ mà quý vị ưa dùng. **Hãy gọi (401) 415-6772** để được hỗ trợ về việc thông dịch và hiểu thông tin trong tài liệu này.

Tagalog / Tagalog

Mahalaga! Naglalaman ang dokumentong ito ng **mahalagang impormasyon** tungkol sa iyong mga karapatan, responsibilidad at/o benepisyo. Napakahalaga na nauunawaan mo ang impormasyong nakapaloob sa dokumentong ito, at ibibigay namin nang libre ang impormasyon sa pinili mong wika. **Tumawag sa (401) 415-6772** upang humingi ng tulong sa pagsasaling-wika at pag-unawa sa impormasyong nasa dokumentong ito.

Arabic / العربية

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French / Français

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Haitian Creole / Kreyòl Ayisyen

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Portuguese / Português

Importante! Este documento contém **informações importantes** sobre os seus direitos, responsabilidades e/ou benefícios. É essencial que compreenda as informações constantes neste documento, as quais disponibilizaremos, gratuitamente, na língua à sua escolha. **Contacte o número (401) 415-6772** para solicitar ajuda para traduzir e compreender as informações contidas neste documento.

Russian / русский

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Korean / 한국어

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