

**Southern California
Regional Attendance Program**

Courtesy Discussion:

On _____
Date

Employee Name

of hours of sick leave used: _____

Dates: _____

(Threshold = 3.75 days or 30 hours F/T (prorated for P/T) per quarter)

Labor/Management Review date: _____

Strategies for Improvement:

Employee

Date

Labor (Steward)

Manager (DA / ADA)