



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 your Social Security #: _____ Date completing questionnaire: _____

Claimant Statement

1. What was your last physical date of work (mm/dd/yyyy)? _____

2. When were you fired/discharged (mm/dd/yyyy)? _____

3. Who discharged you? Name: _____
 Title: _____

4. What reason were you given for being discharged: Absenteeism Tardiness Both

5. When was your last absence or tardiness (mm/dd/yyyy)? _____

6. What was the reason for your last absence/tardiness:

7. Did you properly report this absence/tardiness? YES NO a. If no, why not?

b. If yes, to whom did you report your absence? _____

i) When did you contact the employer (date/time)? _____

ii) Was this person authorized to take your call-out? YES NO

8. Does the employer have an absence/tardiness call-out policy? YES NO

If yes, were you aware of the policy: YES NO

If yes, what is your understanding of the employer's call-out policy?

How were you notified of the policy?

- Bulletin Board Email Handbook/Handout
 Verbally Video Not Informed

Rhode Island Department of Labor and Training
Unemployment Insurance - Central Adjudication Unit
P.O. Box 20067, Cranston, RI 02920
Fax: 401-462-8318

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9. Have you had a prior incident or incidents of absenteeism or tardiness? YES NO

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

If yes, were you previously warned for any other failure to properly report an absence? YES NO

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

i) Type of Warning: Verbal Written Final

ii) Provide details of last warning:

iii) Name and title of person who issued the last warning:

Name: _____

Title: _____

10. Provide details of any other warnings you were issued. Include the dates and the name of the individual(s) who issued the warning(s). If you 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: _____