

St. Tammany Fire Protection District # 11

Formal Disciplinary Action-Suspension



Attach a copy of documentation from prior counseling for the infraction.
Provide copies to the employees, Civil Service Board and for the employee.
personnel file.

Employee Information

Employee:	<input type="text"/>	Date/Time:	<input type="text"/>
Employee Number:	<input type="text"/>	Job Title:	<input type="text"/>

Details of Offense

**Description of
Infraction and
Rules Violated:**

**Provisions of
State Law That
Justify Action:**

**Number of
Consecutive
Days Off:**

Acknowledgement of Receipt of Suspension

By signing this form, you confirm that you and your supervisor have discussed the infraction and term of the suspension including loss of seniority and pay that you have received a copy of this document and the attachments. Signing this form does not necessarily indicate that you agree with this suspension. A copy of this Suspension will be placed in the employee's personnel file and may be appealed to the civil service board. This Suspension can be appealed to the civil service board within 15 days.

Employee's Signature:

Supervisor's Signature: