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*DEDICATED TO PUBLIC SAFETY*

**RICHARD W. STANEK**  
HENNEPIN COUNTY SHERIFF

**ADULT DETENTION DIVISION**

March 21, 2017

Detention Deputy Corina Larkin  
Adult Detention Division  
401 South 4<sup>th</sup> Ave, Suite 100  
Minneapolis, MN 55415

**Oral Reprimand**

Dear Deputy Larkin,

Regular attendance is an essential function in every job within the Hennepin County Sheriff's Office. Absenteeism reduces the efficiency of the Sheriff's Office operations by costing the County and its taxpayer's money and requiring co-workers to do the work of absent colleagues.

An attendance review was conducted surrounding your use of unscheduled absences in accordance with Hennepin County Sheriff's Office Policy 1014 "Sick Leave and Attendance" (as copied below). Specifically, over the three 28 day schedules you have been assigned to dayshift operations, you have used 72 hours of SCK, VAC, or Leave Without Pay (LWO) in lieu of SCK hours. All 10 events where you utilized sick time were in conjunction with scheduled days off or weekend days. The pattern of your use of sick time is evident that you are using it to extend your normally scheduled days off or to obtain weekend days off. Your 36 hours of LWO is evident that you are not maintaining balances to cover your use of SCK time. Hennepin County Sheriff's Office Policy reads in part:

**1014.4 PATTERNED ABSENTEEISM**

If an employee uses more than 96 hours in a rolling 12 month period, is absent from work while maintaining insufficient sick leave balances to cover their absence, and/or exhibits a patterned abuse of using unscheduled sick leave, the employee may be subjected to progressive discipline, as outlined in the Office Disciplinary Procedure Policy, up to and to include termination.

If you believe you have a serious health condition which is the cause of, or is contributing greatly to your excessive absenteeism, you may be eligible for leave under the Family and Medical Leave Act (FMLA). Information about FMLA can be found on the county intranet or can be obtained from Kathy Smith by sending her an e-mail or calling her at 612-348-2346.

Page 2  
March 21, 2017

Additionally, if you are experiencing personal problems which are affecting your attendance, please consider accessing Hennepin County's Employee Assistance Program (EAP). Information on accessing this program is available on the county intranet or any supervisor can provide the information upon your request.

Sincerely,

Sergeant Michael Rumpza  
Adult Detention Division

Cc: Lt. Jerde - HCSO Personnel Unit  
Divisional File