

Blackfeet Tribe
Employee Suspension without Pay Notice

Employee Name: _____ Date: _____

This is official notice that you have been placed on suspension without pay. This disciplinary action has been taken for the following reason(s):

1. _____

2. _____

3. _____

This suspension is effective on the close of business on _____, and will conclude on the close of business on _____.

Approval:

Supervisor	Date
Program/ Department Head	Date
Personnel Director	Date

Receipt Acknowledged:

Employee	Date
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Supervisor: Attach a copy of Employee Incident Investigation Report (BTP16), Employee Warning Notice (BTP 17), plus any other supporting documentation.

In accordance with the Blackfeet Tribal Personnel Policies and Procedures Manual, employee may grieve this action as outlined in Chapter 19. Employee must grieve this action within (5) five working days from receipt of this form. Grievance will be in written form on BTP20. Employee shall be free from restraint, coercion, retaliation, discrimination, or reprisal when using the grievance procedure.