

ALT DISCIPLINE (ADLS)/SUSPENSION EPAR SUBMISSION GUIDE

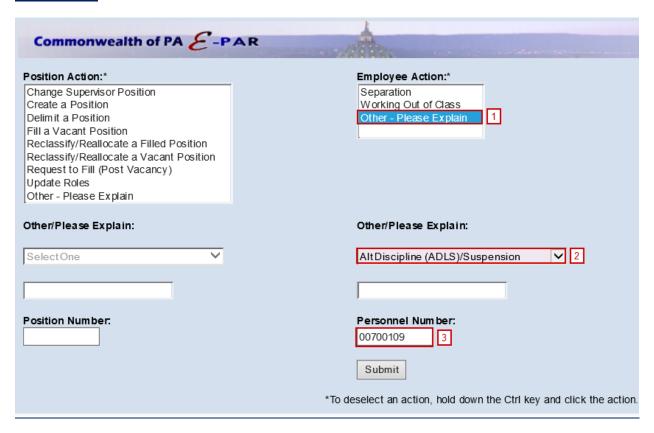
Overview/Tips

Alternative Discipline In Lieu of Suspension (ADLS) replaces traditional suspension without pay. ADLS is discipline that carries the same weight as a suspension and is placed in the employee's personnel file; however, the employee still reports to work and receives pay. ADLS is mainly used for time & attendance, work performance, and corporate card misuse cases.

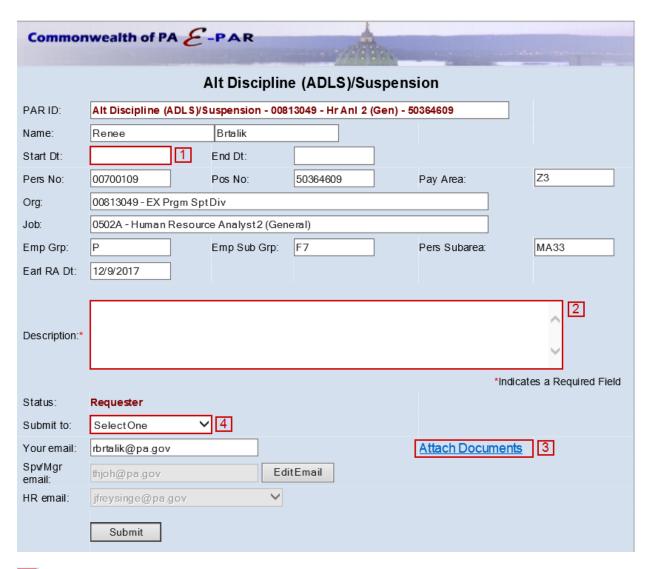
ADLS actions do not have any impact on pay, seniority or other benefits. If the EE has been suspended or their pay or benefits are being impacted, this type of EPAR should not be submitted to the HR Service Center.

An ADLS letter must be attached to the EPAR.

EPAR Form



- Under Employee Action, Select Other Please Explain.
- Under Other/Please Explain, select Alt Discipline (ADLS)/Suspension.
- Enter the Personnel Number and click Submit.



- Enter effective date that the action should be entered.
- Include a description of the reason the action is being entered including the level of the ADLS.
- Attach ADLS letter to EPAR. (Required)
- Choose appropriate option based on your agency's chain of approval and click submit.