Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.



## CHECKLIST FOR SUSPENSION/RECALL (Disciplinary Action)

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name
Department		

## REQUIRED

Job Action Request (JAR) to Suspend and

Job Action Request (JAR) to Recall from Suspension

Copy of signed Order of Suspension from Human Resources Officer (HRO) (first and signature page)

Incomplete Packets Will Be Returned

Distribution: EMACS-HR (0030)

Rev. 1/27/2025 (Checklist for Suspension/Recall)