

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Weka Aballa

Date: 7/9/2024

Supervisor Name: Sam Chea

Hire Date: 4/4/2022

- |                                                      |                                                     |                                        |
|------------------------------------------------------|-----------------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Verbal Warning              | <input checked="" type="checkbox"/> Written Warning | <input type="checkbox"/> Final Warning |
| <input type="checkbox"/> Coaching/Counseling Session | <input type="checkbox"/> Assignment End             | <input type="checkbox"/> Termination   |

**1. Your behavior/actions have been found unsatisfactory for the following reasons:**

- |                                                       |                                                                |
|-------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Tardiness                    | <input type="checkbox"/> Insubordination                       |
| <input type="checkbox"/> Damaged Equipment            | <input type="checkbox"/> Failure to Follow Procedure           |
| <input checked="" type="checkbox"/> Absenteeism       | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation             | <input type="checkbox"/> Poor Work Quality                     |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other                                 |

**2. Details of Unsatisfactory Behavior/Actions:**

Unexcused absence on 7/8/2024.

**3. Prior Warnings:**

- Notified upon Hire
- 8/24/2023- Notification for attendance
- 10/3/2023- Notification for attendance
- 2/5/2024- Notification for attendance
- 2/23/2024- Notification for attendance
- 4/9/2024- Notification for attendance
- 5/13/2024 and 5/14/2024- Verbal for attendance
- 6/10/2024- Written for attendance

**4. The following immediate corrective action must be taken by the employee.**

Go two months without any unexcused absences or it may result in further disciplinary action.

Employee Signature: [Signature] Date: 7-9-2024

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: [Signature] Date: 7-9-2024