



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Akelo Othow**

Date: **October 9, 2018**

Manager Name: **Mark Reinarts**

First Warning **Second Warning** **Other**

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 |

1. Details of Unsatisfactory Behavior/Actions: **Akelo has had 8 Unexcused Absences since her hire date of 01/22/2018. This amount is unacceptable and cannot continue. Excessive absenteeism puts a hard-ship on co-workers and also makes Akelo ineligible for future raises as well as disqualifies her from the Quarterly Bonus.**

2. The following immediate corrective action must be taken by the employee.
Failure to do so will result in further disciplinary action up to and including termination.

Akelo must make every effort to be at work when scheduled. Any further instances of absenteeism will result in further discipline.

Employee Signature: Akelo Othow Date: 11-13-2018

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

Manager's Signature: [Signature] Date: 11-13-2018