



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Bapwoch Ochudho** Date: **March 28, 2019**

Manager Name:

First Warning                       Second Warning                       **Other- FINAL and SUSPENSION**

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

- Tardiness
- Damaged Equipment
- Absenteeism**
- Policy Violation
- Falsifying Company Documents
- Insubordination
- Failure to Follow Procedure
- Failure to Meet Performance Standards
- Poor Work Quality
- Other

**1. Details of Unsatisfactory Behavior/Actions: On January 26, 2019 Bapwoch received a written waring regarding his Excessive Absenteeism. Since that time, he had had 3 additional Un-Excused Absences, with the last one being a NCNS. Due to this, Bapwoch will be Suspended from work without pay for 1 shift. The suspension will take place on Sunday, March 31, 2019**

**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.**

**Any further Unexcused Absences will result in immediate termination.**

Employee Signature: *Bapwoch O. Ochudho* Date: *4/01/19*

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

Manager's Signature: *Terin Holt* Date: *4/1/19*