



"your workforce management & staffing experts"

Employee Verbal Counseling Form

Employee Name: **Cesar Diaz**

Date: **6/21/19**

Department: **IQF**

Indicate if: Coaching/Counseling Session Verbal Reprimand

Summary of incident and/or reason for warning or counseling: **Cesar has had 4 Unexcused Absences since his hire date of 6/3/19. This pattern has become excessive and cannot continue. Being absent this much from work puts a hardship on co-workers who must pick up the slack. One more Unexcused Absence before 12/3/19 will make you ineligible for your 6 months raise. Also, too Unexcused Absences will make you ineligible for the quarterly bonuses.**

Summary of corrective action needed: **Cesar must be at work for every scheduled shift.**

It is expected that the condition noted above will be corrected immediately. In the event this condition is not corrected, or another offense occurs, you will be subject to further disciplinary action, up to and including termination.

Employee Signature  Date 6-21-19

(Your signature is intended only to acknowledge receipt of the notice; it does not imply agreement or disagreement with the notice itself.)

Manager Signature  Date 6-21-19

Cesar Diaz- Attendance Record

06/20/2019	06/20/2019	Other Used 4 of 5 NTPO Days- sent a text	No 8.00
06/17/2019	06/17/2019	Other Used 3 of 5 NPTO Days- family in town	No 8.00
06/13/2019	06/13/2019	Other Used 2 of 5 NPTO Days- was arrested	No 8.00
06/08/2019	06/08/2019	Sick Used 1 of 5 NPTO Days- Called in sick	No 8.00
