



"your workforce management & staffing experts"

Tardies/Missed Punch/Long Lunch Warning

Employee Name: Cole Schiro

Date: March 28, 2019

Being on time for work and remembering to punch in/out for your shift is an essential component to your success.

This warning is to inform you that you have had **26** tardies/missed punches/long lunch recorded from **02/01/2019** to **03/23/2019**. Any amount exceeding 20 per year is considered excessive per company policy. Therefore, no PTO hours will be accrued for the payroll period(s) ending **03/30/2019** and **04/06/2019**.

As a reminder, additional loss of PTO accrual will occur for every additional ten occurrences (31, 41, 51, etc.)

Employee Signature: _____

Date: _____

3/28/2019

Supervisor Signature: _____

Date: _____

3-28-2019