



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 1/29/2016
 Employee Name: Mitchell Pollitt
 Job Title: Dist Center Warehouse Worker
 Manager/Supervisor: Benn Grenz

Verbal Warning
 Written Warning
 Final Warning

Type of Offense

Tardiness/Leaving Early
 Absenteeism
 Violation of Company Policies
 Substandard Work
 Violation of Safety Rules
 Rudeness to Customers/Coworkers
 Other

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)
Mitchells attendance has been the following:
12/29/2015 Sick Written for attendance
01/13/2016 Left early
01/14/2016 Sick Final for attendance
01/26/16 TOR Other Unpaid Leave OR Recvd
01/27/16 Left Early (Sick)
01/28/16 Left Early (Sick)
02/19/2016 02/26/2016 Other Unpaid Leave TOR Recvd

Plan for Improvement:
 Mitchell will need to make it the next 4 months without have any call in/tardy occurrences on his attendance in order to accrue more days on his attendance. Mitchell also is over his vacation time for the year and will need to wait until his 2016 year end review.

Consequences of Further Infractions:
 Consequences of Further Infractions include assignment end.

Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager/supervisor have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Employee Signature: *[Handwritten Signature]* Date: 1-29-16
 Manager/Supervisor: *[Handwritten Signature]* Date: 1/29/16

Witness Signature (if employee understands warning but refuses to sign) _____ Date _____