



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Demetrius Lewis**

Date: **July 9, 2020**

Manager Name: **Dick Lunser**

**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"/> <b>Absenteeism</b> | <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: Demetrius has had 6 Unexcused absences this year with 4 of them being in the last 2 months. Punctuality and regular attendance are important to productivity and establishing a good work record. When others must cover for your absences, the overall workload is increased, and productivity and performance are compromised.**

**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.**

**It is imperative that Demetrius understand the importance of being at work when scheduled. To avoid further discipline up to and including termination, Demetrius must be at work for every scheduled shift. Any further instances of calling in will not be tolerated or accepted.**

Employee Signature: Demetrius Lewis Date: 7-9-2020

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

Manager's Signature: Dick Lunser Date: 7-9-20

Attendance Record: Demetrius Lewis

07/09/2020	07/09/2020	Child daycare issue No daycare.	No	8.00
06/29/2020	06/29/2020	Child daycare issue No daycare.	No	8.00
06/22/2020	06/22/2020	Other Used 5 of 5 NPTO days- family emergency	No	8.00
05/19/2020	05/19/2020	Other Used 4 of 5 NPTO Days- was in a car accident	No	8.00
04/20/2020	04/20/2020	Sick Excused to due COVID-19	Yes	8.00
04/07/2020	04/07/2020	Non PTO Day Used 3 of 5 NPTO Days- Requested off	Yes	8.00
03/03/2020	03/06/2020	Sick Had doctor's note for absences	Yes	32.00
03/02/2020	03/02/2020	Other Used 2 of 5 NTPO Days- personal reasons	No	8.00
01/29/2020	01/29/2020	Other Used 1 of 5 NPTO Days- Family Emergency	No	8.00

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