



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Denzel Nichols**

Date: **July 22, 2019**

Manager Name: **Mark Reinarts**

First Warning and FINAL Second Warning Other

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: **Denzel’s attendance has been less than acceptable since his hire date of 6-24-19. He had had 6 Unexcused Absences with 2 of them being No Call/No Shows. We cannot emphasize the seriousness of your attendance record. This warning is a reprimand you for failing to meet acceptable attendance standards. Further, you are hereby warned of additional disciplinary action; up to and including termination if your attendance does not immediately improve. Attendance at work is as essential element of your position here at Branding Iron.**

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.

To avoid further disciplinary action, we expect you to improve your attendance to an acceptable level on an immediate and sustained basis.

Employee Signature: *Denzel Nichols* Date: 7/22/19

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

Manager’s Signature: *Mark Reinarts* Date: 7-22-19

Attendance Record- Denzel Nichols

7/16/2019	07/16/2019	NCNS NCNS for scheduled shift	No 8.00
		Other	
07/15/2019	07/15/2019	Used 5 of 5 NPTO Days- said he would be late and never showed up	No 8.00
07/12/2019	07/12/2019	NCNS Used 4 of 5 NPTO Days- NCNS	No 8.00
07/05/2019	07/05/2019	Child daycare issue Used 3 of 5 NPTO Days- No Daycare	No 8.00
07/03/2019	07/03/2019	Child daycare issue Used 2 of 5 NPTO Days- No Daycare	No 8.00
06/28/2019	06/28/2019	Child daycare issue Used 1 of 5 NPTO Days- child care issues	No 8.00
