



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Kyshawn Ellington**

Date: **November 15, 2021**

Manager Name:

First Warning **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: Punctuality and Regular attendance are important to productivity and establishing a good work record. When others must cover for your absences, the workload is increased, and performance is compromised. Excessive absenteeism disqualifies you from future raises as well as earning bonuses.

You called in 10 times in the last 90 days.

| | | |
|-----------------|-----------------|-----------------|
| 11-12-21 | 10-26-21 | 10-13-21 |
| 10-06-21 | 09-28-21 | 08-23-21 |
| 08-18-21 | 08-06-21 | 08-03-21 |
| 07-30-21 | | 11/18/21 |

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 discipline, up to and including Release of Assignment from Branding Iron, Kyshawn must improve immediately.

Employee Signature: Kyshawn Ellington Date: 11-19-21

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

Manager's Signature: Nia Pansil Date: 11/19/21

Attendance Record: Kyshawn Ellington

| | | | |
|------------|------------|---|---------|
| 11/12/2021 | 11/12/2021 | NCNS NCNS for scheduled shift | No 8.00 |
| 10/26/2021 | 10/26/2021 | NCNS NCNS for scheduled shift | No 8.00 |
| 10/13/2021 | 10/13/2021 | Other Called in too tired to work, didn't get any sleep last night | No 8.00 |
| 10/06/2021 | 10/06/2021 | NCNS Overslept and never came in | No 8.00 |
| 09/28/2021 | 09/28/2021 | Other Family Issue | No 8.00 |
| 08/23/2021 | 08/23/2021 | Other Used 5 of 5 NPTO Days- Didnt know had to work | No 8.00 |
| 08/18/2021 | 08/18/2021 | Other Used 4 of 5 N PTO Days- Mental Health Issue | No 8.00 |
| 08/06/2021 | 08/06/2021 | Sick Used 3 of 5 NPTO Days- in ER whit chest pains | No 8.00 |
| 08/03/2021 | 08/03/2021 | Other Used 2 of 5 NPTO Days- called in | No 8.00 |
| 07/30/2021 | 07/30/2021 | NCNS Used 1 of 5 NPTO Days- NCNS | No 8.00 |