

EMPLOYEE WARNING REPORT

Today's Date: <u>8/17/16</u>	Violation Date: <u>8/16/16</u>
Employee's Name: <u>Sam Griffith</u>	
Department: <u>Grounding</u>	

X	VIOLATION	X	VIOLATION
	Alcohol/Drug Use		Safety Violation
	Attendance		Substandard Work
	Attitude		Tardiness/Missed Punches
	Carelessness		Work Rule Violation
	Conduct		Fighting
	Disobedience		Other:

COMPANY STATEMENT & DETAILS	
<p><i>Sam has missed 9 days in 9 months company policy is 8 days in 12 months If Sam misses 1 more day by Nov 2nd he maybe terminated.</i></p>	
By: <u><i>[Signature]</i></u>	Date: <u><i>8/16/16</i></u> ^{pu} <u><i>8/17/16</i></u>
Department Manager	

EMPLOYEE STATEMENT	
I agree with the company statement: <input checked="" type="radio"/>	
I do not agree with the company statement: <input type="radio"/>	
Specifically:	
Employee Signature: <u><i>[Signature]</i></u>	Date: <u><i>8-17-16</i></u>