



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Idris Gedi**

Date: **08/27/2019**

Manager Name: **Tim Holt**

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"/> Absenteeism | <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: **Idris's attendance has been less than acceptable since his hire date of 07/11/2019. He has had 5 Unexcused Absences. We cannot emphasize the seriousness of your poor attendance record. This warning is a reprimand for you failing to meet acceptable attendance standards. Furthermore, you are hereby warned of additional disciplinary action; up to and including termination if your attendance does not immediately improve. Attendance at work is an essential element of your position here at Branding Iron. Also, any future pay raises and bonus potential is in jeopardy due to your attendance.**

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: Idris Gedi Date: 8/29/19

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

Manager's Signature: Tim Holt Date: 8/29/19

Attendance Record: Idirs Gedi

08/26/2019	08/26/2019	Sick Called in sick	No	8.00
08/16/2019	08/16/2019	Sick Used 5 of 5 NPTO Days- called in	No	8.00
08/12/2019	08/12/2019	Sick Used 4 of 5 NPTO Days- called in sick	No	8.00
07/30/2019	07/30/2019	Other Used 3 of 5 NPTO Days- Personal issues with court	Yes	8.00
07/22/2019	07/22/2019	NCNS Used 2 of 5 NPTO Days- NCNS for scheduled shift	No	8.00
07/19/2019	07/19/2019	Sick Used 1 of 5 NPTO Days- Called in sick	No	8.00
