

## EMPLOYEE WARNING REPORT

Today's Date: 12.28.2020 Violation Date: 12.21.2020  
 Employee's Name: Javier Becerra  
 Department: Partien

X	VIOLATION	X	VIOLATION
	Alcohol/Drug Abuse		Safety Violation
<input checked="" type="checkbox"/>	Attendance		Substandard Work
	Attitude		Tardiness
	Carelessness		Work Rule Violation
	Conduct		Fighting
	Disobedience		Other:

**COMPANY STATEMENT & DETAILS**

Specifically: Javier, since your hire on 10.14.2020, you have missed 5 instances of unapproved days. RM no fault policy allows 8 up to per year, or 2 per 90 days. You have now used more than a 6 month allotment, so this is a written reminder to keep your attendance acceptable to continue your employment & be eligible for raises & bonus

By: [Signature] Date: 12.28.2020  
 (Department Manager or General Manager)

**EMPLOYEE STATEMENT**

I agree with the company statement

I do not agree with the company statement

Specifically:

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Employee Signature: [Signature] Date: 12/28/2020

## 1. ATTENDANCE

Regular and on-time attendance is necessary for efficient operations at the Company. Excessive absenteeism and tardiness is not only inconvenient but also causes costly problems. While it is recognized that an occasional illness or extenuating personal reason may cause unavoidable absence from work or tardiness, regular on-time attendance is required for continued employment.

**Employees are required to notify the Company of any absence or tardiness.** Employees must contact the Office, to report any absence or lateness as far in advance of their starting time as possible, so that arrangements may be made to alter the distribution of work if necessary.

Because it is our desire to build a responsible workforce, we have chosen to implement a "No Fault" attendance policy. With this policy employees need not bring in excuses. All absences and tardies are recordable for purposes of determining excessive absenteeism or tardiness under this Policy. Absences resulting from conditions that are determined to qualify for leave under the federal Family and Medical Leave Act are not counted as absences under the "No Fault" policy.

### **Excessive Absenteeism**

The Company's "No Fault" policy allows an employee with *one year seniority* to be absent for eight (8) days in a twelve (12) month period in excess of the Employee's properly utilized PTO days for that period. Employees who have one year or more of service, but who are ineligible for PTO, will be allowed up to eight (8) days of absence in a twelve (12) month period. Missing more than eight (8) days, apart from PTO days, is considered "**Excessive Absenteeism**".

For the purpose of determining "**Excessive Absenteeism**" for employees with less than one year of service, the Company will prorate the non-PTO eligible eight (8) allowed days per year on a monthly basis (for example, missing more than two (2) days in a three (3) month period would be considered excessive absenteeism).

Any employee who fails to maintain an acceptable attendance record by falling into the "**Excessive Absenteeism**" categories described above or who engages in excessive tardiness, will be subject to disciplinary action up to and including termination. Excessive absenteeism or tardiness may also affect future promotions, job transfers, compensation, and eligibility for PTO time.

If an employee is absent from work for one (1) day without informing his/her supervisor, the employee may be terminated, effective the last day worked by the employee.

I. EMPLOYEE RECEIPT/ACKNOWLEDGMENT FORMS

COPY A

My signature below acknowledges that I have received a copy of **Rochester Meat Company's** Employee Handbook. I acknowledge that I have read the Employee Handbook and I agree to follow the policies and rules specified in the pages of the Handbook, which follow my signature, together with any future changes, additions or deletions to these pages of the Handbook. I understand that the Employee Handbook does not create a contract or a guarantee that my employment will continue for a specified period of time or end only under certain conditions. I also acknowledge that my employment relationship with **Rochester Meat Company** is "At-Will" employment as described in the last paragraph of the "Foreword" to the Handbook and in Section 52, "Rules to Help Us All," and that I must protect confidential Company information as described in Section 71, "Confidentiality," of the Employee Handbook.

Date: 10/16/2020

Javier M Becerra Jr  
Employee Signature

Javier M Becerra Jr  
(Print your Name)