Employee Information

Name	Keishla Natividad	Date	5/19/15

This form is to be used as an official statement of a performance problem(s) that an employee must improve. This is a step in the formal disciplinary action process that can result in additional disciplinary action for the employee, up to, and including employment termination if the employee fails to improve.

The purpose of this process is to clearly and specifically state the performance that must improve and the consequences if the performance does not improve.

- ☑ Documented Verbal
- ☐ Written Warning
- ☐ Probation
- ☐ Suspension/Termination

- ☐ Performance
- ☑ Attendance
- ☐ Policy

- ☐ Rest/Meal Breaks
- ☐ Conduct
- ☐ Other

Statement of Problem(s). Include examples as necessary and the negative impact on the workplace:

Keishla was late with a text on 4/3/15 and absent 4/1/15, 4/21/15, and 5/19/15, resulting in an attendance point balance of 7.5/11 points. Absenteeism negatively affects management's ability to forecast production capacity and may indicate a lack of interest in employment at VSI.

Plan for Improvement:

Keishla will make suitable arrangements to be at work every weekday unless previously approved by management. If she cannot avoid being late or absent, she will continue to communicate that to management via text before the start of her shift.

Employee comment(s):

ACKNOWLEDGEMENT OF REVIEW

By signing this form, you acknowledge that you have discussed this reprimand in detail with your supervisor and/or managers. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature		Date	05-21-15
Manager Signature		Date	05-21-15