

EMPLOYEE WARNING NOTICE FORM

Employee Name: Leila Abdi

Date: 5/14/2021

Supervisor Name: Bunthy Douk

Hire Date: 10/5/2020

- Verbal Warning Written Warning Final Warning
 Coaching/Counseling Session Assignment End Termination

1. Your behavior/actions have been found unsatisfactory for the following reasons:

- Tardiness Insubordination
 Damaged Equipment Failure to Follow Procedure
 Absenteeism Failure to Meet Performance Standards
 Policy Violation Poor Work Quality
 Falsifying Company Documents Other

2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 5/12/2021 and 5/13/2021

3. Prior Warnings:

- 12/7/2020 – Notification for attendance
1/19/2021 – Verbal for attendance
2/12/2021 – Verbal for attendance
2/26/2021 – Verbal for attendance
3/5/2021- Written for attendance
5/2/2021- Written for attendance

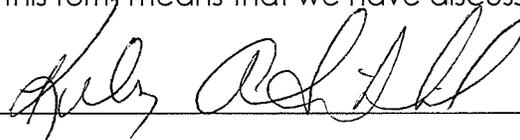
*filled out TOR, Supervisor
Unable to approve due
to spot staffing. Leila
utilized the call in
line for her ill mother.*

4. The following immediate corrective action must be taken by the employee.

Go 2 months without calling in. Failure to do so could result in possible written warning / possible final warning.

Employee Signature:  Date: _____

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

Manager's Signature:  Date: 5/19/21

LVM on 5/14/2021 and 5/18/2021. Mailed on 5/18/2021