



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Mark Johnson**

Date: **7-3-17**

Manager Name: **Matt Heaton**

- First Warning
- Second Warning
- Other

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

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

1. Details of Unsatisfactory Behavior/Actions: Mark did not get prior approval for taking Monday, July 3rd off. The Time Off Request Slip was not signed by Matt, therefore it is an unexcused absence.

**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.**

Filling out a Time Off Request Slip DOES NOT guarantee the time off. The proper procedure is to fill out the slip, have the time off approved by the supervisor and then turning the signed slip into CMG for recording.

Employee Signature: *Mark Johnson* Date: _____

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

Manager's Signature: *Matt Heaton* Date: *7-5-17*