



Tardies/Missed Punch/Long Lunch Warning

Employee Name: Mark Johnson

Date: 03-19-19

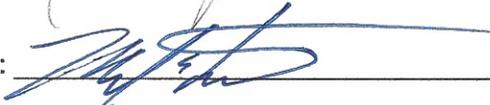
Being on time for work and remembering to punch in/out for your shift is an essential component to your success.

This warning is to inform you that you have had **34** tardies/missed punches/long lunch recorded from **2-1-19** to **3-16-19** . Any amount exceeding 20 per year is considered excessive per company policy. Therefore, no PTO hours will be accrued for the payroll period(s) ending **3-23-19** and **3-30-19** .

As a reminder, additional loss of PTO accrual will occur for every additional ten occurrences (31, 41, 51, etc.)

*******If your tardiness continues to be an issue, it will result in further discipline. It is part of your job to make sure you are at work on time every day*****

Employee Signature:  Date: 11-20-19

Supervisor Signature:  Date: 11-20-19