



Tardies/Missed Punch/Long Lunch Warning

Employee Name: Mark Johnson

Date: February 27, 2019

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 **21** tardies/missed punches/long lunch recorded from **02/01/2019** to **02/24/2019** . 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 **03/02/2019** and **03/09/2019** .

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

Employee Signature:  Date: 3-1-19

Supervisor Signature:  Date: 3-1-19