



Employee Verbal Counseling Form

Employee Name: **Mary Chan**

Date: **January 30, 2019**

Manager: **Mark Reinarts**

Indicate if: Coaching/Counseling Session Verbal Reprimand

Summary of incident and/or reason for warning or counseling: **Mary has had 4 Unexcused Absences since her hire date of 12-03-18. As a reminder, punctuality and regular attendance are important to productivity and establishing a good work record. When others must cover for your absences, the overall workload is increased and performance and production standards are compromised.**

Summary of corrective action needed: **To avoid further discipline, Mary must make every effort to be at work for every scheduled shift.**

It is expected that the condition noted above will be corrected immediately. In the event this condition is not corrected, or another offense occurs, you will be subject to further disciplinary action, up to and including termination.

Employee Signature *Mary Chan* Date *02-1-2019*
~~*02/27/19*~~

(Your signature is intended only to acknowledge receipt of the notice; it does not imply agreement or disagreement with the notice itself.)

Manager Signature *Mark Reinarts* Date *2-1-2019*

Attendance Record- Mary Chan

01/29/2019	01/29/2019	Sick Used 2 of 5 NPTO days- Called in sick	No 8.00
01/02/2019	01/02/2019	Sick Used 1 of 5 NPTO Days- Called in sick	No 8.00
12/31/2018	12/31/2018	Other Used 2 of 2 NPTO Days- Sent a text saying she won't be in	No 8.00
12/26/2018	12/26/2018	Car trouble Used 1 of 2 NPTO Days- Flat tire	No 8.00
