



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Mike Vega**

Date: 08/20/2019

Manager Name: **Nick Rausch**

First Warning Second Warning **Other- Final**

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

- | | |
|--|--|
| <input type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input checked="" type="checkbox"/> Absenteeism | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation | <input type="checkbox"/> Poor Work Quality |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other |

1. Details of Unsatisfactory Behavior/Actions: **On 01/21/2019 and 01/30/19 Mike was given written warnings regarding his attendance. Since that time, there has been no improvement as he has had an additional 5 Unexcused Absences. Due to this fact, Mike is receiving a one-day suspension without pay.**

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.

Any further unexcused absences will result in termination.

Employee Signature: Mike Vega Date: 8/20/19

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

Manager's Signature: Nick Rausch Date: 8/20/19

Attendance Record- Mike Vega

08/17/2019	08/17/2019	Sick Called in sick	No	8.00
08/03/2019	08/03/2019	Sick Used 5 of 5 NPTO Days- Called in sick	No	8.00
06/15/2019	06/15/2019	Sick Used 4 of 5 NPTO Days- came in & went home sick- didn't work	No	8.00
06/09/2019	06/09/2019	Sick Used 3 of 5 NPTO Days- Called in sick	No	8.00
04/27/2019	04/27/2019	Sick Used 2 of 5 NPTO Days- Called in sick	No	8.00
02/18/2019	02/18/2019	Paid Time Off Used PTO	Yes	8.00
01/29/2019	01/29/2019	Other Used 1 of 5 NPTO Days- Left a msg- too cold to come to work	No	8.00
11/12/2018	11/12/2018	Other Left a message that he would not be in today	No	8.00
10/08/2018	10/08/2018	Death in the family Called in	No	8.00
09/11/2018	09/11/2018	Other Called in with a sore knee- had doctor's note	Yes	8.00
09/10/2018	09/10/2018	Other Called in with a sore knee	No	8.00
09/07/2018	09/07/2018	Other Used PTO	Yes	8.00
08/28/2018	08/28/2018	Sick Called in sick	No	8.00
08/17/2018	08/20/2018	Other Used PTO	Yes	16.00
07/27/2018	07/27/2018	Other Requested the day off	Yes	8.00
07/02/2018	07/02/2018	Sick Used 5 of 5 NPTO Days- Called in sick	No	8.00
04/24/2018	04/24/2018	Other Used 4 of 5 NPTO Days-	No	8.00
04/23/2018	04/23/2018	Other Used 3 of 5 NPTO Days	No	8.00

02/10/2018	02/10/2018	Other Used 2 of 5 NPTO Days- Something in his eye	No	8.00
02/05/2018	02/05/2018	Other Used PTO	Yes	8.00
01/15/2018	01/15/2018	Other Used 1 of 5 NPTO Days-Has a sore knee	No	8.00
12/18/2017	12/18/2017	Sick Used 2 of 2 NPTO Days	No	8.00
10/31/2017	10/31/2017	Other Used 1 of 2 NPTO Days	Yes	8.00
