



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Mohamed Abdi**

Date: **May 26, 2020**

Manager Name: **Tim Holt**

First Warning Second Warning **Other-ONLY**


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: **Mohamed has had 8 Unexcused Absences in the past year with the last 2 being NCNS. Mohamed attendance has become unacceptable and cannot continue. Mohamed must be here for every scheduled shift. Any further instances of NCNS will result in immediate termination.**

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.

We must see an immediate improvement in Mohamed's attendance.

Employee Signature:  Date: _____

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

Manager's Signature:  Date: 5/27/20

Mohamed Abdi- Attendance Record

05/16/2020	05/17/2020	NCNS NCNS for his shifts	No	16.00	05/18/2020
05/15/2020	05/15/2020	NCNS NCNS for his shift	No	8.00	05/16/2020
05/11/2020	05/14/2020	Sick Called in sick	No	32.00	05/16/2020
04/16/2020	04/16/2020	Non PTO Day Used 4 of 5 NPTO Days- Requested Off	Yes	8.00	04/16/2020
02/03/2020	02/03/2020	Other Used 3 of 5 NPTO Days- requested off	Yes	8.00	02/04/2020
01/24/2020	01/24/2020	Other Used 2 of 5 NTPO Days- family member was in the hospital.	No	8.00	01/27/2020
01/03/2020	01/03/2020	Other Used 1 of 5 NPTO Days-Requested the night off	Yes	8.00	01/03/2020
09/13/2019	09/13/2019	Other Excused due to ER visit for work injury	Yes	8.00	09/19/2019
06/10/2019	06/10/2019	Sick Used 5 of 5 NPTO Days- called in sick	No	8.00	06/11/2019
06/04/2019	06/05/2019	Other Used 4 and 5 NPTO Days- requested off	Yes	16.00	06/06/2019
05/25/2019	05/25/2019	Other Used 3 of 5 NPTO Days- Not here tonight? Called in??	No	8.00	05/28/2019
05/03/2019	05/03/2019	Other Used 2 of 5 NPTO Days- wife is sick	No	8.00	05/06/2019
04/20/2019	04/20/2019	Other Used 1 of 5 NPTO Days- thought Easter was a holiday	No	8.00	04/22/2019
