



Reichel Foods, Inc.
Employee Warning Notice

Employee Information

Date: 8/5/2015
Employee Name: Muna Shoble
Job Title: QA
Manager/Supervisor: Kendra Lunt/Luz Pizano

Type of Warning

Verbal Warning [X]
Written Warning []
Final Warning []

Type of Offense

Tardiness/Leaving Early []
Absenteeism [X]
Violation of Company Policies []
Substandard Work []
Violation of Safety Rules []
Rudeness to Customers/Coworkers []
Other []

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)
Muna was only approved to be out from 6/19/15 through 7/19/15, she was supposed to return to work on 07/20/15. She failed to return to work on her scheduled day and returned 8/3/15; she has 10 unexcused (no fault) days that she missed.

Plan for Improvement:
Muna will make sure to plan her vacations accordingly and contact CMG if she is to make any changes to her vacation time, these should always be approved by Supervisor and HR beforehand.

Consequences of Further Infractions:
Failure to follow the Improvement plan will result in disciplinary action, including, but not limited to termination of employment.

Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager/supervisor have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Muna Shoble [Signature] 08.08.15 [Date]

[Signature] 8/5/15 [Date]

[Signature] [Date]

Witness Signature (if employee understands warning but refuses to sign) [Date]