



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Odol Oman**

Date: **10/07/2019**

Manager Name: **Tim Holt**

- First Warning Second Warning Other- 1 Day Suspension

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: **Odol offered to work on Sunday, October 6th for a co-worker. When the time came, Odol did not want to work. This makes his 8th Unexcused Absence in a year. Per his last warning, Odol was made aware that the next Unexcused Absence would result in a 1-Day Suspension without pay. Therefore, Odol will be suspended from work on Tuesday, October 8th and must return on time on Wednesday, October 9th.**

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.

Odol must improve his attendance or further disciplinary action will occur.

Employee Signature: *Odol* Date: 10/8/19

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

Manager's Signature: *Tim Holt* Date: 10/8/19