



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Ojulu Okach**

Date: **8-23-18**

Manager Name: **Tim Holt**

First Warning

Second Warning

Other

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

Tardiness

Insubordination

Damaged Equipment

Failure to Follow Procedure

Absenteeism-Excessive

Failure to Meet Performance Standards

Policy Violation

Poor Work Quality

Falsifying Company Documents

Other

1. Details of Unsatisfactory Behavior/Actions: Ojulu had had 8 Unexcused Absences this year and a total of 12 since his hire date of 5-22-17. This pattern has become excessive and cannot continue. Excessive absenteeism causes a hardship to co-workers. It also disqualifies you from any future raise and bonuses.

**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.**

Ojulu must make every effort to be at work every day. Any further Unexcused Absences will result in termination of employment.

Employee Signature: _____

Date: 8/24/18

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

Manager's Signature: _____

Date: 8/24/18