



Employee Verbal Counseling Form

Employee Name: **Paul Okura**

Date: **May 7, 2019**

Department: **Dimension**

Indicate if: Coaching/Counseling Session **Verbal Reprimand**

Summary of incident and/or reason for warning or counseling: **Paul has had 4 unexcused absences since his hire date of 11/20/2018.**

Summary of corrective action needed: **Just a reminder that missing this much time from work causes a hardship on co-workers as well as making you ineligible for future pay raises and/or bonuses. Paul must make every effort to be at work when scheduled. He must plan appointments when he is not scheduled to work.**

It is expected that the condition noted above will be corrected immediately. In the event this condition is not corrected, or another offense occurs, you will be subject to further disciplinary action, up to and including termination.

Employee Signature  Date 5/7/2019

(Your signature is intended only to acknowledge receipt of the notice; it does not imply agreement or disagreement with the notice itself.)

Manager Signature  Date 5-7-2019