

EMPLOYEE WARNING REPORT

Today's Date: 11/1/2023 Violation Date: 10/30/2023
 Employee's Name: Randy Tankhamvang
 Department: Sanitation

X	VIOLATION	X	VIOLATION
	Alcohol/Drug Abuse		Safety Violation
X	Attendance		Substandard Work
	Attitude		Tardiness
	Carelessness		Work Rule Violation
	Conduct		Fighting
	Disobedience		Other:

COMPANY STATEMENT & DETAILS

As of 10/30/2023, you have 4 Unapproved days of absence since you were rehired on 6/20/2023.
 For 2 of these absences, you did not call in to the Absent Line to report your absence.
 According to the Company's Attendance Policy in the employee handbook, for employees with less than one year of service, missing more than 2 days in 3 months is considered Excessive Absenteeism.
 In addition, failing to call in to report an absence may be grounds for termination of employment.
 Any further unapproved absences in the next 60 days or any absences without calling in may result in termination of employment.

By: Katun Syhakhan Date: 11-1-2023
 (Department Manager or Supervisor)

EMPLOYEE STATEMENT

I agree with the company statement
 I do not agree with the company statement
 Specifically:

Employee Signature: Randy Tankhamvang Date: 11/1/23