



EMPLOYEE TERMINATION FORM

Employee Name: **Rebecca Abella**

Termination Date: **January 3, 2019**

Reason for Termination:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Excessive Absenteeism/Tardiness | <input type="checkbox"/> Job Abandonment |
| <input type="checkbox"/> Insubordination | <input type="checkbox"/> Permanent/Temporary Layoff |
| <input type="checkbox"/> Policy Violation | <input type="checkbox"/> Unacceptable Work Performance |

Explanation for Dismissal: **Rebecca is being terminated for excessive absenteeism and tardiness. She has been verbally warned regarding these issues and her attendance continues to be unacceptable. Since her hire date of 12-3-18, Rebecca has missed 4 days of work and tardy 10 times.**

Is this Employee Eligible for Rehire: Yes No

Employee Signature:  Date: 1-3-19

Manager Signature:  Date: 1-3-19

Attendance Record: Rebecca Abella

1/02/2019	01/02/2019	Sick Called in sick	No 8.00	01/03/2019
12/31/2018	12/31/2018	NCNS NCNS for Scheduled Shift	No 8.00	01/03/2019
12/26/2018	12/26/2018	Car trouble Used 2 of 2 NPTO Days- Flat tire	No 8.00	12/27/2018
12/10/2018	12/10/2018	Sick Used 1 of 2 NPTO Days- Called in sick	No 8.00	12/10/2018

Job Class	Day	PaidIn	PaidOut	+/-	Reg	OT	DBL	Other	Other \$
16985/0/211/0000-Plant Night	Mon	12/03/18 3:18 PM	12/03/18 11:22 PM		8.07				
16985/0/211/0000-Plant Night	Tue	12/04/18 3:24 PM	12/04/18 11:37 PM	Mon	8.07				
16985/0/211/0000-Plant Night	Wed	12/05/18 1:15 PM	12/06/18 2:05 AM	Tue	8.22				
16985/0/211/0000-Plant Night	Thu	12/06/18 3:15 PM	12/07/18 12:09 AM	Wed	12.83				
Totals for Week Ending: 12/08/2018					38.02				
16985/0/211/0000-Plant Night	Tue	12/11/18 3:18 PM	12/11/18 11:11 PM		7.88				
16985/0/211/0000-Plant Night	Wed	12/12/18 3:16 PM	12/12/18 11:30 PM	Tue	7.88				
16985/0/211/0000-Plant Night	Thu	12/13/18 3:19 PM	12/13/18 11:38 PM	Wed	8.23				
16985/0/211/0000-Plant Night	Fri	12/14/18 3:20 PM	12/14/18 11:32 PM	Thu	8.32				
Totals for Week Ending: 12/15/2018					32.63				
16985/0/211/0000-Plant Night	Mon	12/17/18 3:58 PM	12/17/18 11:04 PM		7.10				
16985/0/211/0000-Plant Night	Tue	12/18/18 3:20 PM	12/18/18 10:43 PM	Mon	7.10				
16985/0/211/0000-Plant Night	Wed	12/19/18 3:23 PM	12/19/18 11:45 PM	Tue	7.38				
16985/0/211/0000-Plant Night	Thu	12/20/18 3:34 PM	12/20/18 11:42 PM	Wed	8.37				
16985/0/211/0000-Plant Night	Fri	12/21/18 3:24 PM	12/21/18 11:58 PM	Thu	8.13				
Totals for Week Ending: 12/22/2018					39.55				
16985/0/211/0000-Plant Night	Thu	12/27/18 3:24 PM	12/27/18 11:58 PM		8.57				
16985/0/211/0000-Plant Night	Fri	12/28/18 4:15 PM	12/28/18 10:14 PM	Thu	8.57				
Totals for Week Ending: 12/29/2018					14.55				