



EMPLOYEE WARNING NOTICE FORM

Employee Name: Sheriff Kalleh

Date: 6/10/2026

Supervisor Name: Dave Kauder

☐ First Warning

☐ Second Warning

☒ Final Warning

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

☐ Tardiness to workstation

☐ Insubordination

☐ Damaged Equipment

☐ Failure to Follow Procedure

☐ Absenteeism

☐ Failure to Meet Performance Standards

☒ Policy Violation

☐ Poor Work Quality

☐ Falsifying Company Documents

☐ Other

Details of Unsatisfactory Behavior/Actions:

It has come to the attention of management that Sheriff has repeatedly exceeded the authorized break periods outlined in the Attendance Policy.

Under company policy, machine operators are entitled to two paid 15-minute breaks and one unpaid 30-minute lunch break per shift. The following violations were documented:

May 27

- First break: Left at 4:30 PM and returned at 5:00 PM (30 minutes).
- Second break: Left at 8:50 PM and returned at 9:15 PM (25 minutes).
- Unauthorized additional break: Left at 10:35 PM and returned at 11:05 PM (30 minutes).

June 3

- First break: Left at 5:15 PM and returned at 5:58 PM (43 minutes).
- Second break: Left at 10:03 PM and returned at 10:40 PM (37 minutes).

June 4

- Employee arrived approximately three hours late for the shift; therefore, a 30-minute lunch break was not authorized.