



"your workforce management & staffing experts"

February 20, 2026

Tonya Anderson

RE: Corrective Action Notice

Tonya,

On February 19, 2026, you notified your supervisor that you would be arriving late to her scheduled shift. However, the employee did not report to work and did not provide further communication regarding her absence for the remainder of the shift.

Per company attendance policy, employees are required to report as scheduled and must notify supervision if they will be absent. Failure to report to work after indicating a late arrival, without further communication, disrupts operations and does not meet attendance expectations.

Going forward, Tonya must:

- Report to work as scheduled.
- Communicate promptly with supervision if circumstances change.
- Follow company attendance and call-in procedures.

Failure to meet attendance expectations may result in further disciplinary action, up to and including termination.

Employee Signature: Tonya Anderson Date: 2-23-06

Supervisor Signature: [Signature] Date: 2-23-06