



"your workforce management & staffing experts"

### Tardies/Missed Punch/Long Lunch Warning

**Employee Name: Wayne Hall**

**Date: April 2, 2019**

Being on time for work and remembering to punch in/out for your shift is an essential component to your success.

This warning is to inform you that you have had **22** tardies/missed punches/long lunch recorded from **2-1-19** to **3-31-19**. Any amount exceeding 20 per year is considered excessive per company policy. Therefore, no PTO hours will be accrued for the payroll period(s) ending **4-6-19** and **4-13-19**.

As a reminder, additional loss of PTO accrual will occur for every additional ten occurrences (31, 41, 51, etc.)

Employee Signature: Wayne Hall Date: 4/2/19

Supervisor Signature: Nina Raabich Date: 4/2/19