



**Tardies/Missed Punch/Long Lunch Warning**

**Employee Name: Wyatt Vaughn**

**Date: April 15, 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 **23** tardies/missed punches/long lunch recorded from **February 1, 2019** to **April 14, 2019** . 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 **4-13 and 4-20** .

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

Employee Signature: Wyatt Vaughn Date: 4/16/19

Supervisor Signature: Nick Ranscht Date: 4/16/19