

# ATTENDANCE WARNING NOTICE



Copy to Department Head, Employee  
Original to Employee File

Employee Name: \_\_\_\_\_

## THIRD NOTICE

Date of Incident(s) \_\_\_\_\_

Tardy  Unreported Absence  Left Early  Excessive Sick Time  Breaks (Length/Frequency)  Other

Employee's Comments \_\_\_\_\_

Disciplinary Action Taken  Warning  Final Warning  Probation  Suspension  Discharge

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's signature acknowledging receipt \_\_\_\_\_ Date \_\_\_\_\_

## SECOND NOTICE

Date of Incident(s) \_\_\_\_\_

Tardy  Unreported Absence  Left Early  Excessive Sick Time  Breaks (Length/Frequency)  Other

Employee's Comments \_\_\_\_\_

Disciplinary Action Taken  Warning  Final Warning  Probation  Suspension  Discharge

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's signature acknowledging receipt \_\_\_\_\_ Date \_\_\_\_\_

## FIRST NOTICE

Date of Incident(s) \_\_\_\_\_

Tardy  Unreported Absence  Left Early  Excessive Sick Time  Breaks (Length/Frequency)  Other

Employee's Comments \_\_\_\_\_

Disciplinary Action Taken  Warning  Final Warning  Probation  Suspension  Discharge

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's signature acknowledging receipt \_\_\_\_\_ Date \_\_\_\_\_