Attendance and tardiness warning notice

Employee name: _____

Position and location: _____

Manager: _____

Date of notice: _____

☐ First written warning ☐ Second written warning ☐ Final written warning

Attendance record (from time clock and schedule)

Date	Scheduled start	Clock-in	Minutes late / absent	Notice given?	Points

Total points in the rolling period: _____

Policy limit before this level of warning:

_____

Absences protected by law are not counted, including FMLA leave, paid sick leave under state or local law, jury duty and other protected leave. Tell your manager or HR if any absence above should be protected.

Expectation going forward: _____

Next step if the issue continues: _____

By signing, I confirm that I received this warning and that it was discussed with me. My signature does not mean I agree. I may add a written response, which will be kept with this notice.

_____ _____

Employee signature Date

_____ _____

Manager signature Date

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