Employee Warning Notice



Employee Name: Ayelhea Kathleen Ceballos Warning Date: 4 Mar) 2019

Designation: Virtual Assistant No. of Warning(s): Verbal

Violation(s)

■ Tardiness (Late w/o Notice) Creating a Disturbance

Unauthorized Absence Personal Work

AWOL Work Quality/Accuracy

Insubordination Work Quantity/Output Conduct

Willful Damage to Company Property Performance

Other - IT Policy Violation

Description of Violation(s)

Employee Guidelines: Please be mindful that all employees are expected to be punctual and arrive at work on time. If the cause for an employee coming in late is deemed unreasonable, such behaviour, if continued, may be grounds for disciplinary action up to and including dismissal.

Employee Contract: SECTION 5. Tardiness. - There shall be no allowance. Any tardiness will be subtracted or pro-rated from Employee's daily rate.

Despite disciplinary action and considerations given during 2018, Ayeka continued to display habitual tardiness for January 2019.

1019 Attendance Record for:							CEBALLOS, AYELHEA KATHLEEN D.																Wirtual Done Well								
COLOR KEY		P Present				T	Tardy				VL	Vacation Leave			SL	Sick L	ick Leave		U	Unde	rtime										
		СН	Client Holiday			Legal Holiday			Si	SH	Special Holiday				UA	Unauthorized Absence/AWOL															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	78	29	30	1
JANUARY	Tue	Wed	Thu	fri	Sat	Sun	Mon	Tue	Wed	7hu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	5un	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	
	DH.	CH	CH	CH			P	P	P	P	P			P	P	T	P	P			P	P	P	T	P		and the last	CH	P	T	

Action/Improvement Plan

- Should set an alarm 30 mins. earlier than the usual to be able to corre on time

Consequence(s) of Future Infraction/Violation

Next instance of client complaint will lead progression of warning upto termination of employment.

I have read this Warning Notice and understand it.

Employee's Signature: Suph Date: 65/03/2019

Supervisor's Signature: Date: 0503 w19

Witness' Signature: Date: 3 -5 -19