

Employee Warning Notice

Employee Name: Ayelhea Kathleen Ceballos Warning Date: 21 SEPT 2018

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

Violation(s)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Tardiness (Late w/o Notice) | <input type="checkbox"/> Creating a Disturbance |
| <input type="checkbox"/> Unauthorized Absence | <input type="checkbox"/> Personal Work |
| <input type="checkbox"/> AWOL | <input type="checkbox"/> Work Quality/Accuracy |
| <input type="checkbox"/> Insubordination | <input type="checkbox"/> Work Quantity/Output |
| <input type="checkbox"/> Conduct | <input type="checkbox"/> Willful Damage to Company Property |
| <input type="checkbox"/> Performance | <input type="checkbox"/> Other |

Description of Violation(s)

Despite being called out for her habitual tardiness last July 2018, instances of habitual tardiness increased from 5 instances last July 2018 to 7 instances for August 2018.

2018 Attendance Record for: CEBALLOS, AYELHEA KATHLEEN D.



COLOR KEY		P Present		T Tardy		VL Vacation Leave		SL Sick Leave		U Undertime																						
		CH Client Holiday		LH Legal Holiday		SH Special Holiday		UA Unauthorized Absence/AWOL																								
AUGUST		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	28	29	30	31
		Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
		P	P	P			T	P	P	P	P			P	P	T	T	P			P	P	T	T	P			U	U	T	P	T

Action/Improvement Plan

I will make sure to get up and get ready earlier than the usual to avoid the traffic and coming in late in the future.

Consequence(s) of Future Infraction/Violation

Further misconduct or violation(s) will result in disciplinary action, up to and including immediate termination.

I have read this Warning Notice and understand it.

Employee's Signature: *[Signature]*

Date: 21/09/2018

Supervisor's Signature: *[Signature]*

Date: 21/9/18

Witness' Signature: _____

Date: _____