

## Employee Warning Notice



Employee Name: Novee Joy Parac

Warning Date: 15 AUG / 2019

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 – 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.

### TARDINESS

NAME	TEAM LEADER	JAN	FEB	MAR	APR	MAY	JUN	JUL
PARAC, NOVEE JOY	Lisondra, Leo Angelo	3	0	0	0	1	2	5

2019 Attendance Record for: **PARAC, NOVEE JOY**



COLOR KEY		P Present	CH Client Holiday	VL Vacation Leave	SL Sick Leave																											
		T Tardy	U Undertime	UA Unauthorized Absence/AWOL																												
JULY		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
		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	Sat	Sun	Mon	Tue	Wed
		P	P	P	T	P			P	P	P	P	P			T	P	P	P	T			T	P	P	P	SL			P	T	P

### Action/Improvement Plan

Currently, I am taking the right medicine and natural herbs + supplement to improve health from my cyst (in the right ovary). Furthermore, I will do my very best to wake up as early as possible.

### Consequence(s) of Future Infraction/Violation

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

I have read this Warning Notice and understand it.

Employee's Signature: \_\_\_\_\_

Date: 8/15/2019

Supervisor's Signature: \_\_\_\_\_

Date: 15 AUG '19

Witness' Signature: \_\_\_\_\_

Date: \_\_\_\_\_