



LEADERS HOLDING CO.TM

Est. 1971

Corrective Action Form

Employee Name _____

Date _____

Supervisor Name _____

Dept _____

Type of Action

Verbal

Written

Final

Type of Infraction

Excessive absenteeism

Excessive tardy/early quit

Failure to follow instructions

Violation of company policy/procedure

Rudeness to co-worker/Customer

Failure to protect company assets

Unsatisfactory work quality

Working on personal matters

Actions resulting in customer dissatisfaction

Other _____

Supervisor Statement

Date of Incident

Supervisor Description

Plan for Improvement

Improvement expected by _____

***Failure to make improvements may lead to disciplinary action up to and including termination.
Team members receiving a final warning will be terminated for any further infractions of any kind.***

I have read and understand this corrective action. _____

Employee Signature