

# Employee File Update - Branch Leads

**Employees FULL Name:** Perry Lowe

**Type of Occurrence:** Other

**Date of Occurrence:** Wednesday, February 23, 2022

**Explain what occurrence happened today on your team that you want to address:**

Perry disappeared without communicating with his manager from 10:20am until 11:50am. Immediately after he was informed by his manager to work in the designated office space and to refrain from disappearing from the office for long periods of time without communicating with his manager

**Reason:**

this is the 4th day in a row Perry has disappeared for longer than 1 hour without communicating with his manager

**Your Full Name:** Jacob Fullerton