



## PROGRESSIVE DISCIPLINE FORM

Today's Date: **04/13/2023**

Payroll ID:

Team Member's Name: **Adriel Calderon**Location /Department: **Warehouse, Gardena**

Position: Night Crew

Incident: **Poor Attendance and Tardiness**Date of Occurrence: **13<sup>th</sup> of March 2023 – 31<sup>st</sup> of March 2023**

Time of Occurrence:

The purpose of this **written warning** is to bring your attention on ongoing deficiencies in your attendance and punctuality.

**You have Earned: 16 Points From 13<sup>th</sup> of March to 31<sup>st</sup> of March according to "The Point System - Punctuality and Attendance Policy"**  
**(Please find the attachment 1 for your further reference)**

During your onboarding formalities, it was clearly stated that, regular and prompt attendance is an essential function of each position in the company. Excessive absenteeism, unacceptable attendance (unexcused absence) and No call /No show incidents are disruptive and will not be tolerated. We have zero tolerance for such behavior of employees as employees are aware of what is expected from them since the start of their employment.

The intent of this **written warning** is to define you the seriousness of the situation so that you will take immediate corrective action. If not, further disciplinary action up to and including discharge can occur. This disciplinary document will be placed in your personnel file.

**Team Member's Comments:**


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**Level of Disciplinary Action**

- ☐ Verbal Warning   
 ☒ Written Warning   
 ☐ Final Warning   
 ☐ Suspension -  
 (on approval from RD/AD/HR)
- ☐ Termination   
 ☐ Performance Probation  
 (Attach a Developmental Action Plan)

Team Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signing is not an admission, it means that you have reviewed the information contained on the form)

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Attachment 1 The Summary of your earned point

The point System -Punctuality & Attendance																																		
Absence Type Key		Pre Approved		Late(More		Early Out		Very Early Out		U Unexcused Absence		no call /no show																						
March		Dates of Absence																														2023		
		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		
Employee Name		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	Total Days	Total Ponits
Adriel Calderon														2			3	1			1	4		1	2			1				1	9	16

### Policy : The Criterias for earned Points

#### Tracking Points

Team members will earn points for attendance incidents as follows. A maximum of four points can be earned for any single violation.

Reason for Absence	Points
Pre-approved time off	0
Late (More than 5 minutes after the start of scheduled shift)	1
Early Out (4.0 hours or less remaining in the scheduled shift)	1
Very Early Out (More than 4.0 hours remaining in scheduled shift)	2
Unexcused Absence	2
No Call/No Show	4

### Recommended Disciplinary Action

#### Team members Employed 90 Days or Less

Team members employed/rehired for 90 days or less shall receive the following documentation in accordance with his/her point total:

Points Used	Points Documentation
8	Team member receives and acknowledges the Point Communication Form
1st occurrence past 8	Separation

#### Team members Employed 91 Days or More

Team members employed 91 days or more shall receive the following documentation in accordance with his/her point total during a rolling twelve-month period:

Points Used	Points Documentation
11	Team member receives and acknowledges the Point Communication Form
22	Team member receives and acknowledges Final Point Communication Form
1st occurrence past 22	Separation