

Absenteeism Corrective actions reminder

Weekend Absents/Holidays

1st Offense Accountability talk + 3 days suspension

2nd Offense **Dismissal**

Weekdays Absents

1st Offense written Warning

2nd Offense Accountability talk + 3 days suspension

3rd Offense **Dismissal**

Please ensure to come to work when scheduled to meet your daily schedule hours and Adherence. Each warning is within a 90 days cycle.