



## SJAC STEP-BY-STEP ATTENDANCE WARNING

Employees receiving this warning report are hereby put on notice of violation of our organizations rules and/or standards regarding SJAC's attendance policy. Further attendance violation(s) may result in further disciplinary action, including the possible termination of employment.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_  
Store Location \_\_\_\_\_ Position \_\_\_\_\_

### First Disciplinary Report

List Dates Tardy/Absent \_\_\_\_\_

Check Reason: ☐ Medical Appointment ☐ Illness (Self) ☐ Accident ☐ Unauthorized  
☐ Illness (Family) ☐ Weather ☐ Transportation ☐ Tardy

Notice Received By: ☐ Phone ☐ Written ☐ In-Person ☐ None

Was Notification received in a timely manner? ☐ Yes ☐ No  
If medical, was Dr. Note received? ☐ Yes ☐ No

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

### Second Disciplinary Report

List Date(s) Tardy /Absent \_\_\_\_\_

Check Reason: ☐ Medical Appointment ☐ Illness (Self) ☐ Accident ☐ Unauthorized  
☐ Illness (Family) ☐ Weather ☐ Transportation ☐ Tardy

Notice Received By: ☐ Phone ☐ Written ☐ In-Person ☐ None

Was notification received in a timely manner? ☐ Yes ☐ No  
If medical, was Dr. Note received? ☐ Yes ☐ No

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

### Third Disciplinary Report

List Date(s) Tardy/Absent \_\_\_\_\_

Check Reason: ☐ Medical Appointment ☐ Illness (Self) ☐ Accident ☐ Unauthorized  
☐ Illness (Family) ☐ Weather ☐ Transportation ☐ Tardy

Notice Received By: ☐ Phone ☐ Written ☐ In-Person ☐ None

Was notification received in a timely manner? ☐ Yes ☐ No  
If medical, was Dr. Note received? ☐ Yes ☐ No

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Manager Signature \_\_\_\_\_ Date \_\_\_\_\_