

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	☐ 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 Mana	ager Signature	Date
1 / 0			
Second Disciplinary Report			
List Date(s) Tardy /Absent			
Check Reason	☐ Illness (Self)	☐ Accident	Unauthorized
☐ Illness (Family)	Weather	☐ Transportation	
illiess (railily)	weather	Iransportation	☐ Tardy
Notice Received By: Phone	── Written ☐ In-Pe	erson None	
Was notification received in a timely manner?	☐ Yes	□ No	
If medical, was Dr. Note received?		No	
il liledical, was Dr. Note received:	Yes	NO	
	ь. и	c :	D .
Employee Signature	Date Mai	nager 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?		es No	
If medical, was Dr. Note received?		es No	
ii iliculcai, was Dr. Note receiveu:		ts NO	
Employee Signature	Nata N	Managar Signatura	Nata