

Progressive Discipline Warning Timekeeping Policy Breach

Employee Information

Employee Name:

Employee ID:

Department:

Supervisor:

Date of Warning

Type of Warning

☐ Verbal

☐ Written

☐ Final

Description of the Policy Breach

Previous Warnings (if any)

Expected Improvement / Corrective Actions

Consequences of Further Breaches

Signatures

Employee Signature:

Date:

Supervisor Signature:

Date:

Note: Employee acknowledgment does not necessarily indicate agreement with the warning, only that the information was reviewed and discussed.