

EMPLOYEE WARNING NOTICE

Date: 11/4/2019

Employee Name: Diyan Livingston

Manager Name: Ferdinand Perez

☐ Oral Warning

☐ Written Warning

☒ Termination

1. Your behavior / actions have been found unsatisfactory for the following reasons:

- ☒ Attendance
- ☐ Standards workplace behavior
- ☐ Workplace violence
- ☐ Work performance
- ☐ Other

2. The following immediate and sustained corrective action must be taken by the employee. Failure to do so will result in further disciplinary action up to and including termination.

Excessive Lateness and Call - Outs

Employee Signature:

Refused to Sign
Walk out

Date:

Note: Your signature on this form means that we have discussed the situation. It doesn't necessarily mean you agree that the infraction occurred.

Manager Signature:

R. Baker

Date:

11/04/2019

Witness:

[Signature]

Date:

11/4/2019

October

Dates of Absence

2019

Employee Name	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	Sat	Sun	Mon	Tue	Wed	Thu	Total Days
Diyan Livingston	1	2	3	4	L		L		L		L		L		L		L		L		L		L		L		L		L		L	13

2019

Total Days

1

[illegible]