

## EMPLOYEE WARNING RECORD EXAMPLE

**DIRECTIONS** Use this example document to help you quickly refresh your knowledge of how to write an employee warning record.

**DOCUMENT  
EXAMPLE:  
EMPLOYEE  
WARNING RECORD**

**TEXT IN BLUE IS EXAMPLE INFORMATION**

Employee Name: **Samantha Smith** Date: **10/16/18**

Current Position: **Front Desk Receptionist**

Full Time: **Yes**

Part Time: **No**

Purpose: To provide a formal opportunity for a supervisor to help an employee understand where improved performance is expected, and to provide a written record of the meeting.

Verbal Warning: **n/a**

Written Warning: **Yes**

Suspension: **n/a**

Final Written Warning: **n/a**

Problem Area: (Note: must write specifics below or on an attached sheet, including date, time, location and exactly what occurred.)

Disregard for Supervisor/Co-worker/Patient: **n/a**

Absenteeism: **n/a**

Tardiness: **n/a**

Failure to do job (note specific problems): **n/a**

Gross Misconduct: **n/a**

Failure to Comply: **Yes**

Other (note specific problems): **n/a**

Note specific reason(s) why employee is being counseled:

**Office policy on the use of vacation time and sick time is very specific. The office policy "Time Off" states that a 4-week request notice is required for extended time off. Samantha has read and signed this policy, so was aware of it. Despite this, Sam's supervisor received a requested time off 5 days before the requested day off. Due to specific deadlines, it was denied as Sue, the employee who normally covers for her was out on vacation. On October 14<sup>th</sup>, her supervisor received a**

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text message from Sam, that she was out sick. On October 18<sup>th</sup>, Sam came back to work and was talking about the 3-day camping trip she just took with her family. She missed 2 days of work, unexcused, and we had to scramble to find coverage.

What improvement is required? (List specific actions the employee must take to correct the situation or behavior):

Samantha is being given a copy of the Time Off Request policy and is asked that she follow the company policy explicitly.

Specific goals and performance improvements:

As per the Time Off Policy, she is to give a minimum of a 4 week notice so the proper steps can be taken to get coverage. Further disciplinary actions could be taken if this occurs again.

Employee Comments:

I did call in sick but had no other choice as my family was going on the trip.

Failure to comply with the above within the specified period, or further violations of practice policies and procedures, will result in further disciplinary action up to and including termination.

By signing this, I acknowledge that I have received the warning.

Employee Signature: Samantha Smith

Date Issued: 10/16/18

Manager Signature: Jennifer Trumbles

Witness Signature: George Freeman

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