

Employee Issue Documentation Example

Documentation of Lateness

INCORRECT

Handwritten note in Leon Smith's personnel file:
Leon has been missing work too much this month.

CORRECT

Typed file in Leon Smith's personnel file:
To: Leon Smith Personnel File
From: Office Manager, Janet Mays

April 1, 2016: Leon called in saying he couldn't make it in due to a problem at home and missed 8 hours of work.

April 4, 2016: Leon arrived to work at 10:00 a.m., two hours late from his scheduled start time.

April 10, 2016: Leon scheduled a doctor's appointment during work hours with no prior approval, and then stayed home after the appointment to have a new furnace installed.

April 18, 2016: Leon called in sick and missed 8 hours of work.

April 23, 2016: Leon arrived 1 hour late for work. He said he overslept.

Based on the correctly documented lateness Mr. Smith exhibited, one could then write a written warning such as the example below.



Written Warning Example

To: Leon Smith
From: Janet Mays
Date: April 24, 2016
Re: **Continuing Tardiness and Absenteeism**

As you know from reading our practice’s policies, habitual tardiness and/or absenteeism may be subject to disciplinary actions.

On April 1, 2016, you didn’t make it to work due to a problem at home. On April 4, 2016, you arrived at work 2 hours late, and I spoke to you about the importance of being at work on time. On April 10, 2016, you scheduled a doctor’s appointment during work hours without any previous approval and then ended up staying home from work after the doctor’s appointment to get your furnace fixed. I spoke to you about how this absence from work was putting an undue burden on other staff and how continuance of this conduct would result in further disciplinary action. You then missed work due to illness on April 18, 2016, and on April 23, 2016 you overslept and were 2 hours late to work.

Please consider this a written warning. Further unexcused absenteeism, tardiness, or failure to follow practice policies and procedures for reporting to work will result in further discipline, up to and including termination.

With your signature, you verify that you have been given the opportunity to read and discuss the contents of this document and, if desired, may respond in writing below or on the reverse side.

Employee Signature

Date

Office Manager Signature

Date

Witness Signature

Date