

Attendance Record

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| --- | --- |
| Employee Name: |  |
| Date: |  |
| Position: |  |
| Division: | TRKG LTSD DEDC |

*Action(s) of employee:*

\_\_\_\_\_ Arrived/departed from work 1 minute late/early (0.5 points)

\_\_\_\_\_Call-in with 4 hour notice (1 point)

\_\_\_\_\_ Call in with less than 4 hour notice (2 points)

\_\_\_\_\_ No call/show within 1 hour of shift (automatic termination)

*Points system:*

3 points = Verbal warning  
4 points = Written warning  
5 points = Final written warning  
6 points = Termination

Human Resources Use:   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Disciplinary action taken (if necessary): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Employee anniversary date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Doctor’s note provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Points accrued as of \_\_\_\_\_\_\_\_\_\_\_\_\_ (today’s date) = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.