



1st Attendance Notice

Employee:

Department:

Date:

Action: First Attendance Warning

1. Statement of the problem:

Please note that you have accumulated _____ hours of missed work so far this year. Per King of Freight's Attendance Policy, you are currently allowed _____ hours of missed work for the year, not including any time that will be accrued monthly. Per the attendance policy, all time off will be rounded up to the nearest hour.

2. Statement of expectations, summary of corrective action to be taken, and consequences for failure to improve performance or correct behavior:

This is your first warning for going over your allotted attendance hours in a rolling 12 month period. Your next offense will result in a meeting with your manager who will review the notice with you.

3. Employee comments:

By signing below, you confirm, that you understand the information in this warning. You also confirm that you and your manager discussed the warning and plan for improvement. Signing this form does not necessarily indicate that you agree with the Corrective Action Notice.

Employee Name

KOF Representative Name

Employee's Signature

KOF Representative Signature

Date

Date