

## EMPLOYEE LATENESS REPORT

Location:	Date:        /        /
Employee Name:	Employee No:
Time Due At Work:	
Actual Arrival Time:	Total Time Missed:
Did employee notify location / department? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Person Notified:	
<b>ACTION TAKEN:</b>	
<input type="checkbox"/> None* <small>*(An explanation is required in the Comments section if no action is taken.)</small>	
<input type="checkbox"/> Deduct Pay	<input type="checkbox"/> Make Up Time
<input type="checkbox"/> Verbal Warning <small>NOTE: A COPY OF THE VERBAL WARNING NOTICE MUST BE ATTACHED TO THE EMPLOYEE LATENESS REPORT.</small>	<input type="checkbox"/> 1 <sup>st</sup> Written Warning <small>NOTE: A COPY OF THE WARNING NOTICE MUST BE ATTACHED TO THE EMPLOYEE LATENESS REPORT.</small>
<input type="checkbox"/> 2 <sup>nd</sup> Written Warning <small>NOTE: A COPY OF THE WARNING NOTICE MUST BE ATTACHED TO THE EMPLOYEE LATENESS REPORT.</small>	<input type="checkbox"/> Termination <small>NOTE: COPY OF THE TERMINATION NOTICE MUST BE ATTACHED TO THE EMPLOYEE LATENESS REPORT.</small>
<b>COMMENTS:</b>	
Signed:	Date Signed:        /        /
Title:	Employee No:

**Note:** If any type of warning is given, a copy of the warning notice must be attached to the employee lateness report. If a termination, a copy of the termination notice must be attached.