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### **Step 1- Informal Counseling**

EMPLOYEE NAME:

DATE:

SUBJECT: **TARDIES**

This memorandum is a brief summary of our recent discussion regarding the UVA Medical Center Attendance Standards as outlined in Medical Center Human Resources Policy No. 704- Attendance and any departmental attendance addendum. As we discussed, you have had the following tardies in the last rolling calendar year:

You are receiving this Step 1- Informal Counseling/Documented Coaching since you have reached your 5th tardy. The formal progressive Performance Improvement counseling process will be initiated at the time of the 6th tardy. Predictable attendance is essential to your role and improvement in attendance is expected immediately. To avoid any additional tardies, please report to work on time as scheduled, or schedule any future time off with your Supervisor or Manager in accordance with Medical Center policy and the department attendance addendum.

As reviewed and discussed today as per Human Resources Policies No.701, No.704 and any departmental attendance addendum, continued tardiness to work will result in the progressive disciplinary action process as follows:

Next Step: Step 2- Formal Performance Improvement Counseling/Written Warning

If the disciplinary action process continues, you will be subject to progressive disciplinary action up to and including termination.

EMPLOYEE NAME:SUPERVISOR NAME:

Emp. ID#:

EMPLOYEE SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_ SUPERVISOR SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_