

Termination Notice

Name:	
Title:	Shift:
Department:	Date of Termination Notice:
	Date of Prior Suspension Notice:
	Date of Prior Written Warning:
	Date of Prior Oral Warning:
	Date of Coaching and Counseling Memo:

This termination notice constitutes formal notice to you of continued excessive lateness in excess of amounts allowed by Union College policy.

Reason for the notice: B-1 Excessive Lateness
 Examples and dates of behavior/activity: See Below

You are receiving this memo because as of date you have exceeded the amount of allowed lateness prior to disciplinary action. Excessive lateness is considered by College policy to be more than five occurrences of lateness in a calendar year. Consecutive years of excessive lateness will cause the next stage in the disciplinary process for excessive lateness.

For the current calendar year you have been late as follows:

Copy, Paste, and Update the “You have been late the following days” section from the Suspension Memo

Out of a total of five allowable occurrences, you have been late total # of late days used times.

As a result of your continued lateness in excess of Union College policy, your employment with Union College has been terminated effective _____.

Employee’s reaction was: _____

Employee Signature: _____ *Date:* _____

I understand that my signature indicates that this document has been discussed with me and I have received a copy of it; it does not necessarily indicate agreement with the facts or actions stated. If I disagree, it is my option and responsibility to comment as appropriate.

Supervisor Signature: _____ *Date:* _____

Department Head Signature: _____ *Date:* _____

Copies should be given to: Employee, Human Resources and Department (Timesheet Adjustment)