

Name _____ Employee # _____

SUMMARY OF COMMUNICATION: Both formal and informal. Be sure to indicate date and all pertinent quotations and facts.

SICK DAYS			UPDATE CHART ON MONTHLY BASIS	VACATION DAYS				
ALLOWED	TAKEN	AVAILABLE		ALLOWED	TAKEN	AVAILABLE	EARNED IN 20__	CARRIED OVER FROM 20__
Allowed in 20__				Earned in 20__			RECORD OF COMMUNICATIONS INVOLVING EXCESSIVE ABSENCE	
Carried Over from 20__				Carried Over from 20__			Date _____ <input type="checkbox"/> VERBAL WARNING <input type="checkbox"/> WRITTEN NOTICE	
							Comments _____	
							Date _____ <input type="checkbox"/> VERBAL WARNING <input type="checkbox"/> WRITTEN NOTICE	
							Comments _____	
							Date _____ <input type="checkbox"/> VERBAL WARNING <input type="checkbox"/> WRITTEN NOTICE	
							Comments _____	
							Date _____ <input type="checkbox"/> VERBAL WARNING <input type="checkbox"/> WRITTEN NOTICE	
							Comments _____	
							Date _____ <input type="checkbox"/> VERBAL WARNING <input type="checkbox"/> WRITTEN NOTICE	
							Comments _____	