Form Number	Issue Date 07/15/04	Revision Date 01/01/24	Form Number
LLCF-016	Disciplina	ry Report	LLCF-016

Name of Employee:	Employ	yee Phone:	Dept. / Location:
Occupation:	Date of Action:		
		\bigcirc 1st	\bigcirc 2 nd \bigcirc 3 rd \bigcirc 4 th
		_	
	Type of	f Infraction	
Unexcused Absences		Unexcused Ear	ly Departure
Tardiness		Poor Quality W	/orkmanship
Failure to Obey Direc	ct Order from Supervisor	Horseplay	
☐ Failure to Wear Requ	ired PPE	☐ Damage to Pro	perty
☐ Unsafe Act Causing I	Injury / Potential Injury to Fel	llow Employee	
Other:			
Elandian an Dassan fan Al-	ove Actions:		
Explanation or Reason for Ab			
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Explanation of Reason for Ab	Recommende	ed Corrective Action	
C Verbal Reprimand	Recommende © Written Reprimand	cd Corrective Action © Suspended Service	Termination
	Written Reprimand	○ Suspended Service	Termination
	Written Reprimand		Termination
○ Verbal Reprimand	○ Written Reprimand Si	C Suspended Service	○ Termination
○ Verbal Reprimand	Written Reprimand	○ Suspended Service	Termination
Verbal Reprimand Er	Written Reprimand Si mployee Signature	C Suspended Service gnatures Date Signed	
Verbal Reprimand Er	○ Written Reprimand Si	C Suspended Service gnatures Date Signed	C. Signature
C Verbal Reprimand Er	Written Reprimand Si mployee Signature	C Suspended Service gnatures Date Signed	
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