

EMPLOYEE ATTENDANCE INTERVIEW REPORT

The following is a record of the interview conducted with the employee which is to be forwarded to the Area Superintendent and kept in the personnel file.

Name: _____ **Date:** _____

Location: _____

Check all that Apply (attach copy of attendance record)

Excessive Absenteeism Pattern of Absenteeism Reasons for Absenteeism

Tardiness Other: _____

To be completed by Immediate Supervisor

Comments:

Plan for Improvement:

Consequences of Further Infractions:

Signature of Immediate Supervisor

Date

To be Completed by Employee

Comments:

By signing this form you confirm that you understand the information discussed with you.

Signature of Employee

Date

Adopted September 21, 2012		
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