



## EMPLOYER REPORTING FORM



Name of Employee: \_\_\_\_\_

Name of Employer \_\_\_\_\_

Date of most recent referral: \_\_\_\_\_

This letter serves to confirm that the employee identified above, failed to attend at work on \_\_\_\_\_, and failed to call to advise of his absence.

The purpose of this letter is to provide a written warning to the employee that such actions interfere with the employer's ability to perform its work. This letter is disciplinary in nature, and the employee is free to challenge this discipline by contacting the Union if he or she feels that discipline is not warranted for his or her actions. Based on its investigation, the union may or may not challenge this or any subsequent discipline.

This form has been provided to the employee, and copied to the employee's union, Carpenters District Council, Local 2041.

The employee is advised that a repetition of this conduct may lead to further disciplinary action by the employer up to an including discharge. The employee is also advised that a repetition of this conduct may form the basis for the employer refusing in the future to accept a referral of this member from the hiring hall.

\_\_\_\_\_  
Print Name of Employee

\_\_\_\_\_  
Print Name of Supervisor

\_\_\_\_\_  
Document Received – Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date