

Facilities Management Disciplinary Exception Form

Exception recommended for:

Employee's Name - Please Print

Date

Indicate exception to be granted:

Tardiness (less than 60 minutes)

Absence without approval (60 minutes or greater)

Failure to clock-in/clock-out as scheduled

Other _____

Describe reason for exception: _____

Was documentation provided?
(If yes, please attach)

Yes

No

Requested By:

Supervisor Printed Name

Supervisor Signature

Date

Approved By:

Department Head Signature

Date

Request Approved

Request Denied

Signature:

Employee

Date

FM/HR: ___ Date: ___