

INFRACTION RECORD

01/01/24 - 12/31/24

Name: _____

Unit: _____

Time & Attendance Exceptions (based on calendar year):

Tardiness of less than 60 minutes	Unscheduled absence of 60 minutes or greater

Medical Documentation Requirement:

Initial Date	Removed	Renewed/Extended	Final Date

Disciplinary Exceptions:

Conduct Examples & Consequences	Oral Reminder	Written Reprimand	1-Day DS	3-Day DS	5-Day DS	Discharge
Tardiness (less than 60 minutes)						
Failure to call-in (medical only)						
Failure to clock-in/out as scheduled						
Failure to wear complete uniform/ID as required						
Unauthorized use or loss of keys						
Absence without approval (60 minutes or greater)						
Untimely/Failure to report an accident/injury						
Falsification of records						
Failure/refusal to obey supervisory directive						
Harassment and/or disrespectful treatment or behavior towards others in the workplace						
Sleeping during the work shift						
Violence or threat against any person						
Verbal/non-verbal abuse against any person						
Reporting for work(ing) under the influence						
Destroying or damaging University property						
Failure to accomplish reasonable work standards expectations						
Other (use additional notes section)						

Additional Notes: _____

2024

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN																															
FEB																															
MAR																															
APR																															
MAY																															
JUN																															
JUL																															
AUG																															
SEP																															
OCT																															
NOV																															
DEC																															

V - Vacation

P - Personal

S - Sick

FS - Family Sick

JI- Job Injury

UA - Unauthorized Absence

AU - Leave approved, but unpaid (employee has no balance)

M - Military Service

JU - Jury Duty

PLACED ON MEDICAL DOCUMENTATION REQUIREMENT: Start Date: _____ Date Requirement Ends: _____

