Paladin
SUPPORTING • EDUCATING • BUILDING LIVES

ABSENCE/TARDY TRACKING

EMPLOYEE INFORMATION

Name _____ **Department** _____

Employee # _____ **Shift** _____

ATTENDANCE OCCURRENCE INFORMATION

Date of Occurrence: _____ / _____ / _____ (List consecutive days if more than one: _____)

Occurrence Type:

- ☐ Tardy — Arrival Time: _____:_____ am / pm
- ☐ Leave Early — Leave Time: _____:_____ am / pm
- ☐ Absence — Call In Time: _____:_____ am / pm
- ☐ No Call / No Show — ☐ *Work Shift* ☐ *Training* ☐ *Meeting*

RHS & Group Homes Only

Was Immediate Sup. Notified: ☐ Yes ☐ No

Did Employee find own coverage: ☐ Yes ☐ No (If yes, who? _____)

Did Sup. have to find coverage: ☐ Yes ☐ No (If yes, who? _____)

Did Sup. have time to find coverage: ☐ Yes ☐ No

_____ _____

Signature of Staff Reporting Occurrence Date

_____ _____

Signature of Immediate Supervisor Date

MGMT Review (Initial)

_____

(Title)

_____ _____

(Initials) (Date)

OCCURRENCE TRACKING

#	Date	Type	#	Date	Type
		☐Tardy ☐Leave Early ☐Absence ☐NC/NS			☐Tardy ☐Leave Early ☐Absence ☐NC/NS
		☐Tardy ☐Leave Early ☐Absence ☐NC/NS			☐Tardy ☐Leave Early ☐Absence ☐NC/NS
		☐Tardy ☐Leave Early ☐Absence ☐NC/NS			☐Tardy ☐Leave Early ☐Absence ☐NC/NS
		☐Tardy ☐Leave Early ☐Absence ☐NC/NS			☐Tardy ☐Leave Early ☐Absence ☐NC/NS
		☐Tardy ☐Leave Early ☐Absence ☐NC/NS			☐Tardy ☐Leave Early ☐Absence ☐NC/NS
		☐Tardy ☐Leave Early ☐Absence ☐NC/NS			☐Tardy ☐Leave Early ☐Absence ☐NC/NS

3 month rolling period	**12 month rolling period**
1=Informal Coaching. 2=Performance Improvement Discussion. 3=Reminder 1. 4=Reminder 2. 5=Decision Making Leave. 6=Termination.	1-2=No oral or written notification to Employee. 3-4=Informal Coaching. 5-6=Performance Improvement Discussion. 7-8=Reminder 1. 9-10=Reminder 2. 11=Decision Making Leave. 12=Termination.

This form is for tracking purposes only. When giving discipline, please complete the "Employee Disciplinary Report Form".

Revised 11/19/18….Shalanda Robinson