



Employee Warning Notice

Employee Name: Angus Miles
Employee ID: _____
Manager: Amanda Ratte
Date: October 31st 2024
Job Title: Release and Reintegration Worker
Department: Bail Program

- Type of Warning**
- 1. Verbal Warning by the Employee's Supervisor
 - 3. Letter of Warning
 - 2. Letter of Counsel
 - 4. Suspension
 - 5. Dismissal

- Reason for Warning**
- Tardiness/Leaving Early
 - Substandard Work
 - Absenteeism
 - Rudeness to Clients/Coworkers
 - Violation of Company Policies
 - Violation of Safety Rules
 - Other: Job abandonment and failure to submit vacation leave requests

Event Details

Description of Infraction:

-Unauthorized Absenteeism and Job abandonment
Angus Miles displayed unauthorized absenteeism by neglecting his work duties and leaving his working area (Fort Severn) to attend a personal leisure event a Toronto Maple Leafs game in Winnipeg. Such actions highlight a disregard for professional commitments and job responsibilities. This behavior might be addressed through disciplinary measures to emphasize the importance of prioritizing job obligations and maintaining professionalism.
Angus submitted his vacation leave retroactively, after leaving Fort Severn and attending the event. Angus continued his vacation despite previously reminding all staff that leave requests must be submitted in a timely manner.

Plan for Improvement:

-Improve reliability by adhering to scheduled work hours and completing duties consistently
-Notify supervisor in a timely manner for Leave requests
-Improve decision-making regarding work priorities

Consequences of Further Infractions:

A verbal and written warning have been submitted. Further disciplinary actions will be initiated, up to including suspension or termination

Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

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