Expectations of your role, (EMPLOYEE POSITION), include regular attendance and punctuality.

Hilltop’s Attendance, Absenteeism and Tardiness policy (page 45 of the employee handbook) outlines the expectation that all employees will report for duty as scheduled and be consistent in their attendance.

Throughout your employment, we have discussed attendance issues on (DATES OF CONVERSATION).

Since this discussion, you have missed the following days and/or have been late to your scheduled shift:

* (LIST DATES IN CHRONOLOGICAL ORDER) – (REASON FOR ABSENCE/TARDINESS)

To assist you in meeting the expectation of regular attendance and punctuality, the following plan has been developed between you and your supervisor, (SUPERVISOR NAME).

|  |
| --- |
| How do we get there? *(Discuss strategies and resources employee may need to meet expectations, document these in this box as the discussion is occurring.)* |

*For the next \_\_\_\_\_ days, we’ll work more closely together to help you succeed in the areas we discussed. Please note although we’re committed to helping you be as successful as possible, this plan is not intended as an employment contract and doesn’t guarantee continued employment.*

|  |
| --- |
| Additional Comments: |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

|  |  |
| --- | --- |
| Date of follow up | Employee & Supervisor notes on plan progress & completion |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

*After completion, the plan and progress notes will be uploaded into your employee file.*

**Date of Completion:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_