



FIRST FINANCIAL

EMPLOYEE LEASING, INC.

Disciplinary
Action Record

Employer Information

Client Number:

Client Name:

Employee Information

Employee Name:

Social Security Number:

Type of Violation

Absence	Poor Job Performance
Fighting	Safety Violation
Insubordination	Tardiness
Other _____	

Disciplinary Action Taken

Verbal Warning
 Written Warning
 3 Day Suspension Without Pay
 Termination of Employment

Supervisor's Statement of Violation

Date of Violation:

Supervisor Statement:

Supervisor Signature:

Date:

Employee's Statement

Refused

Employee Statement:

Employee Signature: _____

Date: _____

By signing above, I acknowledge that I have had the opportunity to read and discuss the above violation. However, my signature does not imply that I agree with the above. I hereby acknowledge that I have been offered a copy of this document.

FFEL USE ONLY

Received by:

Processed by:

Date:

Date: