

TECHMISSION CORPS ABSENT / TARDY FORM

Member Name: _____ **Date:** _____

I am submitting this form before the dates listed below
 after the dates listed below

ABSENCE: Members are allowed a total of 10 excused absences. The first unexcused absence receives a verbal warning and follows the discipline process of the Member File Report.

Date(s) of Absence: _____ excused unexcused
Reason: _____

Total Absences to date: _____

TARDY: Members are allowed a total of 3 excused tardies. The first unexcused tardy receives a verbal warning and follows the discipline process of the Member Contract.

Date(s) of Tardiness: _____ excused unexcused
Reason: _____

Total Tardies to date: _____

Member Signature: _____ **Date:** _____

Site Supervisor: _____ **Date:** _____

TechMission Co-Director: _____ **Date:** _____