

Documentation of Verbal Warning for Lateness

written by Rory Lodge | February 24, 2021



Keep records of progressive discipline for tardiness.

Showing up late for work without excuse or justification is normally grounds for progressive discipline, typically starting with a verbal warning and escalating to written warning, suspension and, if necessary, termination. Because of the likelihood of legal challenge, especially if the employee is in a union, it's crucial to document each step in the progressive disciplinary process. Here's a Model Memo documenting a verbal warning for a lateness offence that you can adapt.