

# Documentation of Verbal Warning for Lateness



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.