

PATTON – FULLER COMMUNITY HOSPITAL
Human Resources Personnel Corrective Action Form

(Check one)

- First Conference**
Second Conference
Leave With Pay

Employee Name: Alva Branham Date: January 4, 1998

- 1. Describe in details using places, events, references, dates and times the occurrence for which the employee is receiving the conference:**

You have missed a total of 15 days work in the past 8 ½ months. This is unacceptable and is in violation of the attendance policy. You were given a verbal conference in November but still missed 3 days in November, 5 days in December and at this time 2 days in January. These absences can not continue to be tolerated; when you are not here you are putting additional stress and work load on your coworkers.

- 2. Describe any past corrective actions which have been taken, the date, and the expectations laid out in the action (s). Were these expectations met or not met:**

In November you were referred to Human Resources to see if you qualify for FMLA. HR informs me that they do not believe that you qualify, however they referred you to your physician for documentation. To date I have not seen any documentation.
Expectations have not been met.

- 3. What are the expectations set forth in this corrective action? What will happen if they are not met? Is there a time frame? If this is a Leave with Pay the employee will return to work with a letter stating his/her intentions. If it is to stay with the Company the employee will define what they will do to correct their behavior. Note any specific requirements below.**

Further absences to exceed the policy will result in further corrective action up to and including termination.

Management Signature and Date:

Employee Signature and Date:

Dana Sands 1-4-98
Manager of Security

Alva Branham January 4, 1998

(By signing this form I acknowledge that I have seen this information, it has been reviewed with me and that I understand the expectations.)