

DUKE UNIVERSITY HOSPITAL

Tardy Counseling Form

EMPLOYEE: _____

DUID: _____

Standard of Conduct regarding tardiness:

Violation of the Availability for Work policy involving tardiness, is defined as an employee’s absence from his or her work station at the scheduled start time, such as the beginning of the shift, when returning late from breaks or early departures from work. **It is the responsibility of the staff member to enter any missed time in the API Payroll System to ensure accurate and timely payment of all hours worked.**

You have accumulated the following:

| Date | Tardy |
|------|-------------------------------------|
| | 1 st Occurrence of Tardy |
| | 2 nd Occurrence of Tardy |
| | 3 rd Occurrence of Tardy |
| | 4 th Occurrence of Tardy |
| | 5 th Occurrence of Tardy |
| | 6 th Occurrence of Tardy |
| | 7 th Occurrence of Tardy |

If you receive 8 or more occurrences for tardy within a rolling 12 month calendar, you may be subject to corrective action, up to and including termination of employment.

My signature on this form acknowledges a discussion with my manager about the Availability for Work policy.

(Supervisor)

(Date)

(Employee)

(Date)

You may access the entire Availability for Work Policy at

<https://egrc.duhs.duke.edu/foundation/Workspace.aspx?workspaceId=-1&requestUrl=>