

**Bensenville Fire Protection District Fire Academy**

**Employee Tardiness Written Warning**

Date: \_\_\_\_\_

Candidate: \_\_\_\_\_

**Employer Comments:**

The Bensenville Fire Academy has documented that you have been late reporting for duty on the following dates:

(List dates and times late; i.e. January 1, 2011 – Arrived at 8:20 – 20 minutes late, etc.)

Per the fire academy handbook policies, your starting time is 5:55pm on Tuesdays and Thursdays and 6:45am on Saturdays. The above shows you have been tardy for duty \_\_\_\_\_ times.

The fire academy's policy on repeated tardiness is to notify you in writing with this written warning to document your lateness.

If you continue to be repeatedly late three times, the fire academy will make a decision that could lead up to termination.

**Employee Comments (use back of sheet if necessary):**

I, \_\_\_\_\_ (name of Candidate), by signing below verify that I have received a copy of this employee reprimand letter for tardiness.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lead Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Academy Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Chief Signature

\_\_\_\_\_  
Date