

**KTTR, INC.
LATE NOTICE FORM**

EMPLOYEE: _____

JOB TITLE: _____

SCHEDULED START TIME: _____

ACTUAL START TIME: _____

REASON FOR TARDINESS: _____

ATTENDANCE OFFENSES: (Please Circle)

FIRST SECOND THIRD LAST

EMPLOYEE SIGNATURE: _____

Date: _____

SUPERVISOR SIGNATURE: _____

Date: _____

NOTE: The company policy is that all employees should report to work 10 minutes prior to the start of their shift.