**Supervisor Disciplinary Review Form**

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| --- | --- | --- | --- |
| **Organization Name:** |  | | |
| **Department:** |  | **Date:** |  |

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** | John Doe | **Employee ID:** | EMP-4587 |
| **Position/Title:** | Sales Associate | **Department:** | Sales |
| **Supervisor Name:** | Sarah Williams | **Date of Incident:** | 05-Oct-2025 |

**Description of Violation or Incident**

*(Provide a detailed account of the incident, including date, time, and specific behavior or policy violated.)*

**Example:**  
On October 5, 2025, the employee was observed leaving the workplace early without supervisor approval, violating company attendance policy Section 4.2.

**Policy or Rule Violated**

*(Specify the exact policy, guideline, or rule breached.)*

**Example:**  
Attendance Policy – Leaving the premises without authorization.

**Previous Disciplinary Actions (if any)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Type of Action** | **Reason** | **Supervisor** |
| 10-Jul-2025 | Verbal Warning | Late attendance | Sarah Williams |

**Supervisor’s Review and Findings**

*(Summarize investigation steps, employee’s explanation, and findings.)*

**Example:**  
The employee acknowledged leaving early but cited a personal emergency. No prior notification was given. Supervisor confirms violation but notes employee’s generally good performance record.

**Recommended Disciplinary Action**

| **Action Type** | **Details** |
| --- | --- |
| ☐ Verbal Warning |  |
| ☐ Written Warning |  |
| ☑ Suspension (1 day) | Without pay |
| ☐ Termination |  |
| ☐ Other (Specify): |  |

**Employee’s Comments**

*(Employee may provide their response or remarks about the review.)*

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|  |
|  |

**Signatures**

| **Role** | **Name** | **Signature** | **Date** |
| --- | --- | --- | --- |
| **Supervisor:** | Sarah Williams |  |  |
| **Employee:** | John Doe |  |  |
| **HR Representative:** | David Clark |  |  |

**For HR Use Only**

| **Field** | **Details** |
| --- | --- |
| **Case Number:** | DR-2025-081 |
| **Action Implemented On:** | 06-Oct-2025 |
| **Follow-Up Review Date:** | 20-Oct-2025 |
| **Reviewed By:** | HR Manager |