

**ATTENDANCE POLICY**

1. BECAUSE YOU ARE ESSENTIAL TO HELPING PROVIDE CUSTOMER SERVICE, YOU MUST REPORT TO WORK ON DAYS YOU ARE SCHEDULED. ALL EMPLOYEES MUST STRICTLY FOLLOW THE PUBLISHED SCHEDULES. ANY SCHEDULE CHANGES MUST BE APPROVED BY THE LOCATION MANAGER.
2. ALL EMPLOYEES ARE RESPONSIBLE TO CHECK AND CONFIRM THEIR SCHEDULES AND TO REPORT ON TIME. IF YOU MUST BE ABSENT OR LATE FOR ANY REASON, IT IS YOUR RESPONSIBILITY TO PERSONALLY CONTACT YOUR MANAGER BY TELEPHONE AS SOON AS YOU ARE AWARE THAT YOU WILL BE ABSENT OR LATE. EACH EMPLOYEE IS RESPONSIBLE TO GET THE APPROPRIATE TELEPHONE NUMBERS OF THEIR MANAGER AND THE OPERATIONS MANAGER. YOU MUST NOTIFY YOUR MANAGER EACH DAY YOU ARE ABSENT. FAILURE TO DO SO MAY RESULT IN DISCIPLINARY ACTION.
3. EXCESSIVE OR UNEXCUSED TARDINESS OR ABSENCES SHALL INITIALLY RESULT IN A VERBAL WARNING. YOUR MANAGER WILL EXPLAIN THE PERFORMANCE PROBLEM AND GIVE YOU AN OPPORTUNITY TO CORRECT THE PROBLEM. IF THE UNSATISFACTORY PERFORMANCE CONTINUES, A WRITTEN WARNING WILL BE ISSUED AND/OR SUSPENSION FROM WORK WITHOUT PAY. IF TWO WRITTEN WARNINGS ARE ISSUED, EMPLOYEE MAY BE PLACED ON SUSPENSION SUBJECT TO TERMINATION OR TERMINATED. THESE WRITTEN WARNINGS CAN BE FOR SIMILAR OR DIFFERENT OFFENSES.
4. ANY REQUESTED TIME OFF MUST BE APPROVED BY YOUR IMMEDIATE SUPERVISOR AND A REQUEST FORM SENT TO THE OPERATIONS MANAGER FOR HIS AUTHORIZATION. THIS WILL THEN BE FORWARDED TO THE PAYROLL DEPARTMENT.
5. ANY UNAPPROVED ALTERATION TO THE SCHEDULE IS GROUNDS FOR IMMEDIATE TERMINATION.
6. FAILURE TO CALL OR REPORT TO WORK FOR TWO (2) CONSECUTIVE DAYS WITHOUT NOTIFICATION WILL BE CONSIDERED JOB ABANDONMENT AND WILL RESULT IN TERMINATION.
7. ALL EMPLOYEES ARE ON A 90-DAY PROBATIONARY PERIOD. FAILURE TO MEET ANY OF THE REQUIREMENTS IN THIS PACKAGE MAY RESULT IN IMMEDIATE TERMINATION.

I \_\_\_\_\_ HAVE READ THE ABOVE POLICIES AND AGREE TO ABIDE BY THEM.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE