

ATTENDANCE POLICY

_____ Medical Clinic expects employees to be ready to work at the beginning of assigned daily work hours, and to reasonably complete their projects by the end of assigned work hours.

From time to time, it may be necessary for an employee to be late or absent from work. _____ Medical Clinic is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. It is the responsibility of all employees to contact all affected parties if they will be absent or late. Staff must contact the office manager by phone (text is not an accepted communication for absences) as soon as possible if they expect to be late or absent from work.

I agree to, abide to and fully understand the Attendance Policy of
_____ Medical Clinic.

Employee Printed Name

Employee Signature

Date Signed

Manager Printed Name

Manager Signature

Date Signed