



Specialists in Medical Careers

ATTENDANCE POLICY

CⁿStaffing provides services to the medical community, therefore it is crucial that we meet our Client's expectations. Part of those expectations include the necessity for you to be at your designated jobsite at the required start time. Absenteeism and arriving late to work can disrupt patient flow and negatively effect the work environment. CⁿStaffing realizes that employees may from time to time have an unexpected situation that may cause you to be late, leave early, or be absent for the work day, however, excessive tardiness or absenteeism will result in disciplinary action up to and including termination. Attendance will be monitored for the purpose of rewarding outstanding attendance, for evaluation purposes, and to ensure employees are within the attendance policy guidelines. Your acceptance of an assignment signifies your commitment to be punctual and reliable.

Definition of Instance:

An instance is defined as either a tardy or an absence that was not scheduled and not approved by CⁿStaffing.

One instance = one tardy or one absence

Two instances = one tardy and one absence or 2 tardies or 2 absences

Disciplinary Action for Instances:

1st instance = Verbal warning

2nd instance = Written warning

3rd instance = Disciplinary action up to and including termination of assignment and/or employment with CⁿStaffing

Approved Absences:

Absences must be reported in writing to your CⁿStaffing Account Manager at least 1 week prior to the date of the absence for approval. A timely, approved absence is not considered an Instance.

Tardy Notification:

If you will be late to your assignment, you must notify your CⁿStaffing Account Manager at least 2 hours prior to your start time in order for CⁿStaffing to notify the Client.

No Call / No Show:

If you fail to notify CⁿStaffing of an absence, you are subject to disciplinary actions up to and including termination of assignment and/or employment with CⁿStaffing.

Jury Duty:

Jury Duty will not be considered an Instance. Simply notify CⁿStaffing as soon as you receive a jury summons and provide a copy to your CⁿStaffing Account Manager.

Answering Service:

For your convenience, CⁿStaffing has an answering service that answers before and after hour calls. Your calls will be answered any time of the day or night by a representative of CⁿStaffing.

I have read and I understand the CⁿStaffing Attendance Policy and agree to abide by this policy.

(Signature of Applicant)

(Printed Name)

(Date)