

# **All-Star Staffing Services**

## **Attendance Policies**

**Effective 6-1-2016**

Although we understand that things happen in people's lives, attendance is very important to All-Star Staffing AND its clients.

- 1. ALL employees will be expected to be present AT work on their chosen scheduled shift 15 minutes before your shift time for report. You must be in proper dress attire and always wearing your nametag.**
- 2. If for any reason you cannot make your shift, we ask that you call at least 4 hours before your scheduled shift time so that we can find replacement.**

**Attendance disciplines are as follows:**

**Time Period: Quarterly (every 3 months)**

**2 lates = verbal warning**

**4 lates = written warning**

**6 lates = suspension for 5 shifts**

**8 lates = termination**

**After.....**

**2 call-ins = you will be expected to have a doctor's note. If a doctor's note is not provided, you will receive a written warning.**

**4 call-ins = a doctor's note will still need to be provided and verbal consultation will be given from the employer. If a doctor's note is not provided, a 2<sup>nd</sup> written warning will be provided to you along with a 5 shift suspension.**

**6 call-ins = a doctor's note will still need to be provided and a written warning will be given from the employer and a 3 day suspension. If a doctor's note is not provided, you will be suspended for a 2 week period and consultation before returning to scheduled shifts.**

**8 call-ins = termination. We have the responsibility to our clients and when given freedom of choosing your own shifts, we expect those shifts to be worked.**

**I have read and understand these policies set forth by All-Star Staffing Services.**

---

**Employee Signature**

---

**Date**