



## ATTENDANCE POLICY (Employees)

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Central Florida Care Group, Inc. take attendance very seriously. All employees will be expected to report to work on time once scheduled.

If an emergency occurs and caused a delay with arrival you are to contact your supervisor immediately and inform him/her with the reason for late arrival and when client should expect you. Excessive tardiness will result in breach of contract with Central Florida Care Group, Inc.

No call offs will be allowed during the first 90 days. You must have an excuse to return, such as a doctor's note or if there is a tragic incident like the death of an immediate family.

Failure to comply with having a valid reason for your absence will result in a breach of contract with Central Florida Care Group, Inc.

**Assigned Staff:**

**Witness:**

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Print Name*

X \_\_\_\_\_  
*Signature*

X \_\_\_\_\_  
*Signature*