Absenteeism and Lateness Policy

To ensure our patients receive proper treatment, we must be adequately staffed to handle the workload. Therefore, absences of short-term duration, issues of relatively long duration, and tardiness are unacceptable and constitute an unsatisfactory work record.

If you are unable to report to work due to an illness or emergency, you must notify the office manager as soon as you are aware of the situation with at least two hours before the start of the workday to provide sufficient time to arrange for substitutes.

**Tardiness**

All staff members are expected to be ready to begin their duties on schedule. Arriving late, leaving early, and taking unscheduled breaks or meal periods are considered unprofessional conduct and could result in disciplinary action, including discharge. If you will be more than five minutes late to work, call and tell us when you expect to arrive. Pay will not be provided for time not worked.

**Personal Time Off**

An employee must obtain approval from the office manager before leaving the office for personal reasons. Unless it is an immediate emergency, requests must be submitted at least 3 days in advance.

**Vacation Time Off**

Refer to the office vacation policy prior to scheduling any vacation time.

**Job Abandonment**

If you are absent from work for two days and fail to contact the office manager, you may be released for job abandonment.

[ ]  I have read, understand, and can abide by the above policy.

[ ]  I have kept a copy of this policy for my employee manual.

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Employee Name

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Employee Signature Date