



## Guardian Angel Home Care

### **Attendance and absenteeism policy of Guardian Angel Home Care**

Regular attendance is essential to the efficient workflow and productivity of Guardian Angel Home Care.

In the event of illness or family emergency, employees should notify their supervisor or manager as soon as practicable, indicating the extent of the anticipated absence.

Other types of leave should only be taken in accordance with the Leave Policy.

During prolonged absence employees should contact their supervisor on a regular basis.

Where an employee finds that they cannot return to work as scheduled, they must notify their supervisor or manager as soon as possible.

Repeated late attendance or absence from work without valid reason will be cause for disciplinary action.

I \_\_\_\_\_ (print name) have read and understand and agree to comply with Guardian Angel Home Care Attendance & Absenteeism Policy. I confirm this with my signature below:

Signature:.....

Date: / /