



## Enable Healthcare, Inc.

100 Eagle Rock Avenue, Suite 306 | East Hanover, NJ | 07936

Phone: (973) 200-7300 Fax: (862) 701-5686

<http://emr.ehiconnect.com/ehi>

### EHl Attendance Policy

The EHI (Company) fully understands and recognizes the value of providing quality service to its clients. To ensure that quality, every employee is required and expected to be at work when scheduled. An employee's attendance, including reporting to work on time, is an essential part of our Company's success. Good attendance is expected and anticipated by all employees. However, the Company recognizes that from time to time an employee will need unscheduled time off for illness or personal emergencies.

In the event that an employee is not able to report to work or is going to be late as scheduled, the employee is required to notify their supervisor as soon as possible in advance, but **no later than** their scheduled start time. Failure to notify your supervisor of such absence may result in disciplinary action. Your supervisor always has the right to deny a request for time off based on the company's requirements.

If the employee is unable to report to work as scheduled for more than three consecutive days for medical reasons the employee is required to provide medical documentation substantiating their medical reasons for being absent. In addition, the medical documentation should also provide a release for the employee to return to work without restrictions. If there are restrictions the Company has the right to allow, or not allow the employee to return to work.

If an employee's attendance, including tardiness, begins to show a pattern of abuse the employee may become subject to disciplinary action, such as a written warning letter, and up to and including possible termination. An employee will not be paid for the time he or she is tardy to work. Tardiness will not be tolerated. There is no grace period. **Excessive tardiness may result in disciplinary action** being taken, i.e., a written warning letter. An employee will not be paid for the time he or she is tardy to work. Any employee not reporting to work for three or more consecutive days without notifying their supervisor or any other company official is considered to have voluntarily resigned their position.

Absence for a death in the employee's immediate family, illness with a doctor's note may be "excused" for which no disciplinary action will be taken.



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### **Employee Attendance Policy Acknowledgement**

I have read and been informed about the content, requirements, and expectations of the attendance policy of employees at EHI Company.

I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at EHI.

I understand that if I have questions at any time regarding the attendance policy, I will consult with my immediate supervisor or the Human Resources Manager.

**Please read the policy carefully to ensure that you understand the policy before signing this document.**

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_