

Attendance/Punctuality

Your attendance is extremely important to you success and the success of our company. We expect employees to strive for the perfect attendance and to arrive for work on time. We recognize that, on occasion, you may not be able to come to work or need additional time before you arrive. Sickness and other emergencies cannot always be anticipated and may require you to miss all or part of your work day.

If you cannot report to work as schedule, you must notify The JIREH Group and let your supervisor know your situation. If you need for time off foreseeable, you must provide as much notice as possible. However, missing work within the first 30 days is unacceptable and should be avoided. Of course, if you cannot contact The JIREH Group yourself, you must have someone do it for you.

When you contact The JIREH Group and your immediate supervisor you must let them know for how long you will be out and when you expect to return or, as the case may be, arrive for work.

You must submit documentation for absences due to illnesses. Generally, you must provide a document from your doctor or other recognize health care provider that would justify your absence. Likewise, you will need to provide documentation justifying your return to work.

Excessive absences, or lateness and excessive patterns of absences or lateness may lead to disciplinary action, up to and including termination. If you are absent from work without notice, the company will consider that you have voluntarily resigned your position.

It is your responsibility to follow up with your supervisor, and The Jireh Group. You must call and speak to your supervisor, or leave them a voice mail: a Text message will not be accepted. The emergency call number is 972-266-7261.

If you do not finish your shift, walk off the job, no call no show, or have excessive tardiness the company has the right to reduce your hourly wage to the minimum state required wage. These actions may lead to disciplinary action up to termination. *MUST give a minimum 2 shift notice to be considered for future opportunities. _____

DOL Guidelines: <http://www.dol.gov/whd/regs/compliance/whdfs70.htm>

The FLSA requires that all covered non-exempt employees receive at least the applicable Federal minimum wage for all hours worked. In a week in which employees work overtime, they must receive their regular rate of pay and overtime pay at a rate not less than one and one-half times the regular rate of pay for all overtime hours. The Act does not preclude an employer from lowering an employee's hourly rate, provided the rate paid is at least the minimum wage, or from reducing the number of hours the employee is scheduled to work.

Employee Signature

Date