



Attendance Policy

Regular attendance and punctuality are essential job functions for each employee and constitute requirements for continued employment. Records of absenteeism and tardiness are maintained and are considered when job performance is evaluated. Regular attendance and punctuality are both vital to ensure efficient business operation.

Employees who are habitually absent and/or tardy make it difficult to accomplish work goals and place an additional burden on their fellow employees. An employee’s unscheduled or excessive absences, chronic tardiness, leaving early, or failure to properly notify his or her supervisor of his or her tardiness/absence is considered misconduct and will result in disciplinary action up to and including termination of employment.

Employees who are unable to report to work on time or who cannot go to their assignments **MUST** call IMKO immediately. If an employee cannot report to work for any reason, including sickness, he or she must call IMKO **at least 60 minutes before his or her scheduled starting time**. The employee must also call in the event he or she may be late for an assignment.

An employee **must speak with** a Service Coordinator in order to assure that the employee’s absence is excused. It is not acceptable to simply leave a message. The employee must leave a telephone number where he or she can be reached or he/she must call IMKO back during office hours.

FAILURE TO CONTACT A SERVICE COORDINATOR, AS THE ABOVE GUIDELINES PROVIDED, WILL RESULT IN:

- 1st Offense: Written Warning
- 2nd Offense: Suspension
- 3rd Offense: Termination

UNAUTHORIZED ABSENCES – Unexplained and unexcused absences, quitting without notice or being a **NO CALL/NO SHOW** will result in disciplinary action up to and including termination of employment.

By signing below, I have read and understand the Attendance policy that IMKO requires to obtain and sustain employment. I understand that failure to comply could result in the ending of my assignment.

Print

Sign

Date

IMKO Rep Print

IMKO Rep Sign

Date