

## ABSENTEEISM POLICY

**HR Dallas, LLC**

From time to time it may be necessary for you to be absent from work. FIRM NAME is aware that emergencies, illnesses or pressing personal business that cannot be scheduled outside your work hours may arise. Paid and unpaid leave has been provided for this purpose.

If it is necessary for you to be absent from work, you must advise your manager by the beginning of your normal work schedule, giving the specific reason(s) you cannot report for work. It is not sufficient for someone other than you to contact your manager unless you are hospitalized or otherwise incapacitated. You must notify your manager or, if not available, another manager. If you know in advance that you will need to be absent, you must request this time off directly from your manager or supervisor.

FIRM NAME reserves the right to verify reasons for absences, tardiness or leaving early, including requesting written documentation from your doctor. You will be responsible for any charges made by your doctor for this documentation.

Your manager or supervisor will record absences, tardiness, and/or early departures from work and the reasons in your personnel file. Your attendance record will be considered during performance and compensation reviews. Excessive absenteeism, tardiness or leaving early may lead to disciplinary action, including immediate termination.

Failure to provide proper notification will be regarded as a no call/no show absence. Three consecutive no call/no shows will be regarded as resignation. When you obtain a release to return to work from either a personal or work-related injury or illness, you must report immediately to work. Failure to do so will be regarded as resignation.