



Medical Staffing Solutions

“The Solution to your Staffing Needs”

ATTENDANCE AGREEMENT

I have read the Medical Staffing Solutions attendance policy in the employee handbook and it has been explained to be verbally as well. I am aware that if I have an unexcused absence during the first 100 hours or 90 days of employment, whichever is greater, it can and will be grounds for termination. I understand that unexcused absences are those that arise for any reason other than illness or the death of an immediate family member. I also understand that in those cases in which I do call in as a result of illness, I must provide documentation from a Doctor to make the absence excused. Furthermore, I understand that vehicle emergencies are not considered excused absences and that if such emergencies arise I must arrange for alternate transportation. As long as I make it to the assignment before the shift is half over the absence will be excused. Absences for any reason other than documented illness or death in the family can only be excused only at the discretion of Brent Denbo, VPO, Joan Russell, COO or Melanie Theriac, CEO.

MSS Employee

Date

MSS Witness

Date