



Employee Attendance Policy

As a One Life LLC employee, the case that you are assigned is based on the hours that you have agreed to work.

One Life LLC has a **NO CALL, NO SHOW** policy that is strictly enforced. In the event that you cannot make your shift, you must notify the office **3 HOURS BEFORE YOUR SHIFT BEGINS.** Failure to notify the office in the allotted time may result in immediate termination.

One Life LLC provides quality care to clients who depend on our employees to show up on time and be present with them.

Employees are expected to notify One Life LLC office immediately if they anticipate being late for their shift.

All client timesheets must be completed and signed at the end of every shift.

One Life LLC prides itself on providing quality care and being on time for our clients.

**One Life LLC may offer a reward or incentive on payday for employees who are consistent and timely with their attendance and paperwork.

One Life LLC enforces the following Disciplinary Policy:

1. Verbal Warning
2. Written Warning
3. Termination

By signing this document, you agree that you have read, understand, and agree to this attendance policy.

Signature: _____ Date: _____