



Employee Attendance Policy

Each employee is vital to the smooth flow of work, activity and production at ENPOINTE. Because of this ENPOINTE is counting on you to come to work regularly and on time. The absence of even one employee can put extra demands on an entire department or work group.

Contact your Manager/Lead at least one hour before you are scheduled to work if you will be absent or late due to an illness or emergency. When illness prevents you from working, you are to maintain daily contact with your Manager. For all absences of three (3) days or more, you will be required to provide a fitness for duty certificate before returning to work. You must obtain a time off slip and fill it out for every absence. If you neglect to do this, your absence will be considered unexcused. Absenteeism, including late arrival and leaving early, that is unexcused or excessive in the judgement of ENPOINTE is grounds for disciplinary action, up to and including termination. An employee who is absent for three (3) consecutive working days without notifying the company shall be considered to have voluntarily terminated your employment.

Sign/date below if you consent to the terms of the Employee Attendance Policy.

Employee Name

Employee Signature

Date