In order to run our hospital with a smooth day-to-day schedule, the promptness of each employee is of utmost importance. Your job is crucial to the excellent care we want to offer our patients. Being late affects our hospital operations as well as the jobs of other staff members.

We understand that there will be incidents beyond your control; however, excessive or chronic violations will call for disciplinary action as detailed below:

If you are tardy three times in a 30-day period you will be issued a written warning. The second occurrence (3 in 30 days) will result in a 3-day suspension without pay. The third occurrence (3 in 30 days) will result in termination. Late is considered more than 5 minutes. Every January 1st you start with a clean slate. Please note that not punching in whether on time or not will be considered late. There is no difference between excused or unexcused tardiness. The three in 30 days should take care of the occasional traffic jams, car problems, alarm not going off etc.

Please sign and date one copy and return to Mandy L. Price, CVPM.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name (Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date