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## ATTENDANCE POLICY

FLM being a temporary staffing agency, offers the employee the autonomy to choose shifts that best fits them. Therefore, it is the employee responsibility to make sure that the shifts they pick up they can work or arrange for other FLM staff to cover for them.

Call off should be at least 2hrs prior to the beginning of the scheduled shift. Phone calls are the only acceptable means of call off. Text messages are not acceptable way of calling off.

**1<sup>st</sup>** cancellation of scheduled shift within **30 days**, the employee receives a verbal warning.

**2<sup>nd</sup>** call off in 30 days; the employee will be excluded from receiving available shift hours for the next 30 days.

Employee are required to at least work one **8hr** shift in **60 Days** to remain active with FLM.

It is the facilities expectation that our employee is on time and stay until relieved by the next shift, unless otherwise approved. Any shift changes must be communicated to FLM regardless of any arrangements with the facility. This helps FLM keep track and ensure you are paid the right way and in timely manner.

**EMPLOYEE IS RESPONSIBLE FOR CLOCKING IN AND OUT, SIGNING AGENCY VERIFICATION LOG WHERE REQUIRED BY FACILITIES. EMPLOYEE UNDERSTAND THAT FAILURE TO DO SO WILL DELAY THEIR PAY FOR AFFECTED SHIFTS UNTIL THE EMPLOYEE GET IT FIXED WITH FACILITY HR OR SCHEDULER. EMPLOYEE UNDERSTAND TO CHECK DAILY IF THERE IS ANY DISCREPANCY ON TIMECLOCK AND NOTIFY FACILITY HR OR SCHEDULER IMMEDIATELY.**

FLM understands some situations are emergency and unavoidable e.g., death, sickness, car breakdown e.tc. In such cases the employee has 24hrs to present proof of such situations e.g. doctors note, receipts to FLM.

By signing below, you agree to above policy.

Name: .....

Signature: .....

Date: .....