

NO-CALL NO SHOW TERMINATION POLICY

1. All call-outs must be received at least 4 hours before your assigned shift.
2. All employees of Humane Home Care Agency are to contact Humane Home Care as soon as you are aware that you will not be able to fulfill your assigned duty/job, the day before if possible. This will allow your supervisor some time to find a replacement.
3. Always make sure that you speak to someone when calling out. When leaving a cancellation message, please leave a phone number where you can be reached. This will enable the on-call coordinator to confirm your cancellation. The phone number to call: (215) 203-1955. You may be asked to submit proper documentation such as doctor's note, police report, etc. for any call out or cancellation and is subject to review and approval by a supervisor.
5. PLEASE BE AWARE THAT NO-CALL, NO-SHOW WILL CONSTITUTE A CAUSE FOR IMMEDIATE TERMINATION.
6. It is our policy to make every reasonable effort to retain good employees. If, however an employee needs to resign for any reason, he/she is expected to give 2 weeks' notice before terminating employment.

I acknowledge that I have read above information regarding Humane No- Call, No Show policy and procedure and will adhere by it.

Name of Employee

Date