

TERMINATION/CANCELLATION POLICY

Humane Home Care Agency may discontinue the employment of any employment for the following reasons:

1. Chronic lateness to assignment
2. Not Reporting to accepted shifts
3. If work performance or attitude is reported to be unsatisfactory by a client or patient
4. An inordinate number of call-outs or cancellation of accepted shifts
5. Call-outs or cancellation of accepted shifts for reasons other than your illness or emergency. You may be asked to provide documentation for your call-out or cancellation, such as doctor's note, police report, etc.

The following are cause for disciplinary action:

1. Call-out or cancellation of an accepted shift less than 4 hours before the shift will result in disciplinary action up to possible termination.
2. Call-out or cancellation of an accepted shift because of weather condition will result in disciplinary action up to possible termination
3. A written warning will be given when there are 3 or more call-outs within a 30 days' period
4. Following a written warning, termination may result if attendance does not substantially improve.

I acknowledge that I have read above information regarding Humane Termination policy and will adhere by it.

Name of Employee

Date