



Name: Joel Heal

Taborca ID: 55397

Date of Hire: 1/8/2020

Date of Re-Act: / /

New employee set up

- E-verify
- Hire Right EE
- Hire Right Internal (upload any list A docs)
- Direct Deposit (Scan to Payroll) and/or Global Cash Card – complete the form & have EE sign
- Notice to Employee Completed
- Added to Orientation Time Sheet
- Attended New Hire Orientation
- Background Check
- New Hire List (All fields)
- Check Taborca Profile (All fields)
- Upload Résumé and Skills Tests (one doc)
- Upload Food Handler's Card

Re Act employee set up (See Re Act Process for more detail)

- File and I9 pulled (new one created/done in Hire Right if old ones are gone)
- Re Act onboarding if initially hired before 1/1/16
- Check W4
- Check all demographic info and availability
- Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
- Complete Notice to Employee with updated pay if necessary
- Verify pay option (notify payroll) and take steps to Re Act any old pay options still current
- Run new BGC if more than 1 year since last shift worked
- New orientation/place on time sheet if it's been over a year since last shift
- New Hire List (all fields)
- Delete employee from the INA/TER spreadsheet if they are on it

Interview Note Sheet
General

Name: <u>Joel Leal</u>	Interviewer: <u>Ngoc</u>
Date: <u>1/8/2020</u>	Rate of Pay: <u>\$19/hr</u>
Position (s) Applied for: <u>Cashier/Concessions</u>	Referred by: <u>Indeed</u>

Position	Hours	%	Position	Hours	%	Notes
Server	/35	%	Bartender	/30	%	
Prep Cook	/15	%	Barista	/10	%	Full-Time
Grill Cook	/40	%	Cashier	/10	%	
Dishwasher	/10	%	Housekeeping	/16	%	Part-Time

Total of _____ Experience in Food Service/Hospitality			
Describe a time when you had to multitask, or work under pressure?	How would you handle a disagreement/argument with a coworker?	What do you do to go above and beyond and exceed your customer's expectations?	Notes:
Currently in pass nursing field so always have to multi-task	Talk with supervisor	Provide superior service	

P.O.S. Experience: Y / N details:

Car	South Bay
N/A	Open weekends
<input type="checkbox"/> Bistro White <input type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie <input type="checkbox"/> Other:	<input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input type="checkbox"/> Black Pants <input type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> Cut Glove
	<input type="checkbox"/> Acrobat Academy <input type="checkbox"/> Lead Academy
	N/A

**Joel
Leal**

Submission Date
January 7, 2020 16:55

First Name	Joel
Last Name	Leal
E-mail Address	dj2vk1@yahoo.com
Phone	4088926866
Address	Garden Place Ct
Unit or Number	20721
City, State	Cupertino
Zip Code	95014
What region(s) are you applying to work within?	San Jose
Which position(s) are you applying for?	Concession Worker
Are you applying for:	Part-Time
When can you start?	Jan 8, 2020
Can you work overtime?	Yes
How did you hear about us?	Google
What days/times can you work? Select all that apply:	Monday AM Monday PM Tuesday AM Tuesday PM Wednesday AM Wednesday PM Thursday AM Thursday PM Friday AM Friday PM Saturday AM Saturday PM Sunday AM Sunday PM
Have you ever applied to or worked for The Service Companies (TSC) before?	No
Do you have any friends or relatives working for The Service Companies (TSC)? If so, please let us know who:	No
If hired, would you have reliable means of transportation to and from work?	Yes
If hired, can you present evidence of your legal right to live and work in this country?	Yes
State age if under 18. If you are under 18, hire is subject to verification that you are of minimum age to work.	27
Are you able to perform the essential functions of the job for which you are applying?	Yes
Name of School	De Anza College
City & State	Cupertino, CA
Grade/Degree	Finish prerequisites to transfer
Graduated?	Yes
Do you have any special licenses? (If so, label under "Special")	Yes
Are you computer literate? (If so, label which programs under "Special")	Yes
Are you proficient with Point of Sale systems? (If so, label which under "Special")	Yes
Do you have any experience, training, qualifications or special skills? (If so, label under "Special")	Yes
Special:	N/A
Are you currently employed?	No
Can we contact your current employer?	Yes

Name and Address of Employer Stanford Health Care
300 Pasteur Dr,
Palo Alto, CA 94304

Type of Business Healthcare

Phone Number (650) 723-4748

Your Position & Duties Certified Nursing Assistant

Placed in a Psychiatry unit. Among patients staff consisted of Nurses, MD's, one to two security who are on the unit for 24 hours. At the beginning of shift resource nurse begins report on all patients. Duties consisted of doing Q15 rounds feeding, taking vitals and charting on EPIC for ADL's. If an escalation is observed on unit by nurse then patient either receives an IM or is placed on a four point restraint if they are to agitated upon MD's approval. Patients admitted are either voluntary, on a temporary hold, 5150 or 5250. This unit is more restrictive with belongings that are stored on unit that NA would potentially float to. Upon a patients admission belongings are checked for specific items and contraband. Medical patients that arrive on unit are placed either on a 1:1 or 2:1. This unit census can be at capacity at fifteen.

Date of Employment (from/to): May 2019 to November 2019

Reason for Leaving Personal Hardship

Still Employed: No

Name and Address of Employer Atherton Regency
1275 Crane St, Menlo Park,
CA 94025

Type of Business Healthcare

Phone Number 1(650)325-8600

Your Position & Duties Certified Nursing Assistant

At this facility the shift would begin either by checking in with residences that are assigned and other CNA's if bariatric or combative resident is assigned. Before completing any tasks I make sure to communicate with nurses about residents current conditions.

Date of Employment (from/to): April 2019 to August 2019

Reason for Leaving Offered a better opportunity

Still Employed: No

Type of Business Healthcare

Your Position & Duties Patient Transport

Performed duties under the direction of a Transport Lead. Tasks are assigned through a mobile device and expected to be completed within an allotted period of time. Device would be notified with the job type, whether the patient was to be discharged, or transported to another unit and if an accommodation was needed for example if they had been bariatric; a two person assist or a modified wheelchair to transport the patient. Upon completion of a job equipment was to be returned to a designated location to prevent an obstruction. Transferring and transporting was handled through a dispatch in the unit. A temporary assignment given was in the main hospitals lab to handle specimens. This specifically was completing orders through a pneumatic Tube Systems. Communication with the labs only pertained to delivery of direct specimens containing "blood gas" handled by a lab technician. The Patient Transporter gives complete attention and remains tentative in regards to the location and placement of patient. Excellent communication with Nurses or staff is required to transfer a patient to a destination.

Date of Employment (from/to): December 2018 to February 2019

Reason for Leaving Continuing Education

Still Employed: No

Have you ever been fired from a previous place of employment? If yes, please explain: No

First Name Isaiah

Last Name Bryant

E-mail Address Isaiah.bryant008@gmail.com

Phone (408) 334-0539

Relationship: Supervisor

Years Acquainted: 6

First Name Robert

Last Name Mendoza

E-mail Address robertmendoza94@yahoo.com

Phone +1(408) 816-4368

Relationship: Supervisor

Years Acquainted: 5

First Name John

Last Name Baybayan

E-mail Address ebskate408@aol.com

Phone (209) 879-2074

Relationship: Supervisor

Years Acquainted: 7

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material facts on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed; regardless of the time elapsed before discovery.

(Checked box indicates acknowledgement)

I hereby authorize The Service Companies (TSC) to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

(Checked box indicates acknowledgement)

I hereby authorize The Service Companies (TSC) and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

(Checked box indicates acknowledgement)

I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

(Checked box indicates acknowledgement)

The Service Companies (TSC) is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in

(Checked box indicates acknowledgement)

writing and signed by me and the company's
designated representative.

I hereby acknowledge that I have read and
understand the above statements.

Applicant Digital Signature (Type Name):

(Checked box indicates acknowledgement)

Joel Leal

Date:

Jan 7, 2020

Please Attach Resume Below

[Joel Leal - Resume - 06 2019.pdf](#)



Joel Leal

For extensive documentation regarding resumes or references please inquire directly.

San Francisco Bay Area, CA

joel76468_d6n@indeedemail.com

4088926866

Currently not seeking out opportunities. Please do not contact me if you are with an agency or if you are located outside of the Bay Area. Thank you for your time and consideration.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Nursing Assistant

Stanford Health Care - Stanford, CA

May 2019 to November 2019

Placed in a Psychiatry unit. Among patients staff consisted of Nurses, MD's, one to two security who are on the unit for 24 hours. At the beginning of shift resource nurse begins report on all patients. Duties consisted of doing Q15 rounds feeding, taking vitals and charting on EPIC for ADL's. If an escalation is observed on unit by nurse then patient either receives an IM or is placed on a four point restraint if they are to agitated upon MD's approval. Patients admitted are either voluntary, on a temporary hold, 5150 or 5250. This unit is more restrictive with belongings that are stored on unit that NA would potentially float to. Upon a patients admission belongings are checked for specific items and contraband. Medical patients that arrive on unit are placed either on a 1:1 or 2:1. This unit census can be at capacity at fifteen.

CNA

Atherton Regency - Menlo Park, CA

April 2019 to August 2019

At this facility the shift would begin either by checking in with residences that are assigned and other CNA's if bariatric or combative resident is assigned. Before completing any tasks I make sure to communicate with nurses about residents current conditions.

CNA

Vasona Creek Healthcare Center - Los Gatos, CA

February 2019 to March 2019

Worked full-time for the NOC shift. Assigned as a Float. Shift is consistent of either being a sitter of a single resident that requires a one on one for the duration of the shift. If reassignment is given by Nurse Supervisor then assignment is 15-18 residents in long term care. Vitals are to be done each shift before rounds and full communication with nurse about residence preexisting conditions or status if on contact or droplet.

Relief Patient Transporter

Stanford Health Care - Palo Alto, CA

December 2018 to February 2019

Performed duties under the direction of a Transport Lead. Tasks are assigned through a mobile device and expected to be completed within an allotted period of time. Device would be notified with the job type, whether the patient was to be discharged, or transported to another unit and if an accommodation was needed for example if they had been bariatric; a two person assist or a modified wheelchair to transport the patient. Upon completion of a job equipment was to be returned to a designated location to prevent an obstruction. Transferring and transporting was handled through a dispatch in the unit. A temporary assignment given was in the main hospital's lab to handle specimens. This specifically was completing orders through a pneumatic Tube Systems. Communication with the labs only pertained to delivery of direct specimens containing "blood gas" handled by a lab technician. The Patient Transporter gives complete attention and remains tentative in regards to the location and placement of patient. Excellent communication with Nurses or staff is required to transfer a patient to a destination.

Stock Associate

J. Crew Group, Inc. - Palo Alto, CA
November 2018 to December 2018

Replenished inventory before opening the store. Completed POS online orders and prepped them for shipment. Completed mark downs on the floor and brought in shipment and deliveries consisting of in store items and inventory, made sure to send out overstock before deliveries arrived. made sure that the floor and stockroom had been managed.

CNA

Robertsdale Healthcare Center - Robertsdale, AL
May 2018 to July 2018

Hired on as a floater, but was put into a permanent department within facilities longterm specialty units. Primarily assigned within a tracheotomy and occasionally put into dementia unit when staff shortage was communicated. Numerous assigned residents would be showered. In my assignment all residents required extensive assistance or had been total dependent. Nurse management approved me to work multiple doubles per week.

Customer Service Representative

Lowe's - Foley, AL
May 2018 to June 2018

Cross trained to sell within numerous departments. Became licensed to operate all forklifts within stores warehouse.

CNA

Diversicare of Foley - Foley, AL
December 2017 to February 2018

Went above and beyond other staff to work on multiple units during shift and tend to the needs of residents. A majority of the time I had been put into a memory unit or long-term care part of the facility. Originally hired on as PRN, but right before start date was given an opportunity to pursue a full-time position.

CNA

Vasona Creek Healthcare Center - Los Gatos, CA
July 2017 to August 2017

Worked in short term care within the facility. I'd prep residents for meals, appointments or activities.

Van Driver/Caregiver

Apollo Adult Day Program - San Jose, CA
March 2017 to July 2017

Trained to drive a twelve passenger van. Refueling before pickups and after completing drop off's. This facility provided care to handicapped and disabled individuals. Being a driver I was still given assigned clients. Primarily two, I would have to be sure to feed them as well as assist them in the restroom. This occupation had similar duties to being a care giver aside from driving a vehicle.

CNA

San Jose Wellness Center - San Jose, CA
December 2016 to January 2017

Started the shift assisting assigned residents within long term care. Taking necessary pre-cautions of infection control, wearing PPE for isolated sections of facility. Updating ADL's on a consistent basis. Working independently or with a team. ambulating residence without overexertion. Caretaker for individuals in hospice. Working independently or in a team to help transfer residents or help perform daily routine.

CNA

Palo Alto Commons - Palo Alto, CA
April 2016 to September 2016

At this Assisted Living Facility, the permanent assigned station was in a lock down Dementia unit. All residents remained in an activity room to stimulate them mentally and physically. Other routines in the day had been appointments as needed. Occasionally residents would wander around the facility, however they'd been tracked down with assistance or individually.

CNA

Plum Tree Care Center - San Jose, CA
October 2015 to December 2015

Giving each resident assigned care for functionality to daily living.

CNA

White Blossom Care Center - San Jose, CA
March 2015 to June 2015

Started the AM shift assisting assigned residents within both acute and long term care, while following a daily schedule for each individual. Taking necessary precautions of infection control, wearing PPE for isolated sections of facility. Updating ADL's on a consistent basis. Working independently or with a team. ambulating residence without over exertion. Having the ability to communicate with each resident in a calm and collective manner. Being assertive and with time management. Offering assistance to other staff with unresponsive or combative residents. Efficient with communication and always being pro active within the facility. Handled each procedure with proper technique. Did rotations accordingly and with the consideration of others.

Dockworker

FedEx - Santa Clara, CA
November 2014 to January 2015

Worked in a faced paced environment with hazardous materials. Use of heavy equipment while operating on and off of a forklift. Meeting individual deadlines finishing team goals

Caregiver

All Seasons Home Care - Campbell, CA

February 2012 to January 2015

One on one care given. Assignments had been expected to be completed by individual having to rely on own transportation, record hours and meal periods through documentation to management and turned in before pay period was processed.

Crew Member

Trader Joe's - Cupertino, CA

June 2014 to November 2014

Either paired or assigned independently to a task. Utilized time management skills. Multi tasked during a transitional period

Nursing Assistant

Our Lady of Fatima Villa - Saratoga, CA

January 2013 to May 2014

Before attaining my certification I began with an internship at this location. Here I assisted the elderly with living, such as eating, cleaning, dressing and transferring. Assignments consisted of working with four to five residents with another CNA, instructor, or individually.

Education**Associate in Nursing**

De Anza College - Cupertino, CA

2015 to 2020

Certified Nursing Assistant Certification in CNA/LVN Pre-Nursing

Mission College - Santa Clara, CA

2011 to 2014

Skills

- Stock (8 years)
- Customer Service (9 years)
- CPR/First Aid/ AED (6 years)
- Material Handling (8 years)
- Accounting (2 years)
- Filing (4 years)
- Medical Terminology (6 years)
- Certified Nursing Assistant (6 years)
- Medical Records (1 year)
- Negotiation (5 years)
- Networking (6 years)
- Marketing (6 years)
- Inventory Management (9 years)
- Logistics (3 years)

- Wordpress (9 years)
- Quickbooks (Less than 1 year)
- Employee Relations (3 years)
- Event Planning (2 years)
- Receptionist (1 year)
- Training & Development (2 years)
- Grant Writing (1 year)
- Powerpoint (4 years)
- SEO (Less than 1 year)
- Kronos (6 years)
- Vital Signs (6 years)
- Billing (2 years)
- Customer Support
- Customer Care
- Call Center
- Bilingual
- Journalism (1 year)

Links

<https://www.linkedin.com/in/joel-l-13021715a/>

Awards

"Cool Bean" - Employee of the month

May 2013

While performing a task at a Whole Foods Market, away from a retail environment. I began Assisting a customer that had an altered health condition. I'd been Acknowledged by this company for being selfless, going above and beyond to help a customer in need.

Certifications and Licenses

OSHA General Industry Safety and Health

Present

Healthcare Provider CPR

July 2018 to July 2020

Attained through American Academy of CPR & First Aid, Inc.

BLS/CPR (Adult/Child/Infant)

July 2017 to July 2019

Attained through American Academy of CPR & First Aid, Inc.

First Aid

July 2017 to July 2019

Attained through American Academy of CPR & First Aid, Inc.

Adult and Pediatric First Aid/CPR/AED

July 2017 to July 2019

Attained through American Academy of CPR & First Aid, Inc.

Blood Borne Pathogens

August 2018 to August 2019

Attained through American Academy of CPR & First Aid, Inc.

CNA

February 2014 to August 2021

Current CNA certification.

BLS for Healthcare Providers

January 2019 to January 2021

Attained through the American Heart Association.

Adult CPR

July 2017 to July 2019

Attained through American Academy of CPR & First Aid, Inc.

CPI

September 2019 to September 2020

Nonviolent Crisis Intervention training program

American Heart Association BLS Provider

January 2019 to January 2021

Attained through American Heart Association

Additional Information

Joel Leal

Email: lealdjoel@gmail.com

Telephone: (408)892-6866

CNA

Robertsdale Healthcare Center, Robertsdale, AL - May 2018 to July 2018

Diversicare, Foley, AL - December 2017 to February 2018

San Jose Wellness Center, San Jose, CA - December 2016 to January 2017

Palo Alto Commons, Palo Alto, CA - April 2016 to September 2016

Plum Tree Care Center, Willow Glen, CA - October 2015 to December 2015

White Blossom Care Center, San Jose, CA - March 2015 to June 2015

All Seasons Home Care, Campbell, CA - February 2012 to January 2015

Our Lady Of Fatima Villa, Los Gatos, CA - April 2014 to December 2014

Responsibilities

Started the shift assisting assigned residents within both acute and long term care, while following a daily schedule for each individual. Taking necessary pre-cautions of infection control, wearing PPE for isolated sections of facility. Updating ADL's on a consistent basis. Working independently or with a team. Ambulating residents without over exertion. Care taker for individuals in hospice.

Accomplishments

Having the ability to communicate with each resident in a calm and collective manner. Being assertive and with time management. Offering assistance to other staff with unresponsive or combative residents. Working in special care units.

Skills Used

Efficient with communication and always being proactive within the facility. Handled each procedure with proper technique. Did rotations accordingly and with the consideration of others.

EDUCATION

De Anza College, Nursing - Cupertino, CA 2015 to Current

Mission College, CNA/LVN - Santa Clara, CA 2011 to 2014

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Jael Leal
Start Date: 1/8/2020

EMPLOYER

Legal Name of Hiring Employer: S.E Scher

Is hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])? Yes No

Other Names Hiring Employer is "doing business as" (if applicable):

Acrobat Outsourcing

Physical Address of Hiring Employer's Main Office:

665 Third St. Suite 415, San Francisco, CA 94107

Hiring Employer's Mailing Address (if different than above):

Hiring Employer's Telephone Number: 415-431-8826

If the hiring employer is a staffing agency/business (above box checked "Yes"), the following is the other entity for whom this employee will perform work:

Name: Acrobat Outsourcing - The Service Companies

Physical Address of Main Office: 1871 The Alameda Ste 110 San Jose, CA 95121

Mailing Address: 1871 The Alameda Ste 110 San Jose, CA 95121

Telephone Number: (408) 844-0772

WAGE INFORMATION

Rate(s) of Pay: \$19/hr Overtime Rate(s) of Pay: \$28.5/hr

Rate by (check box): Hour Shift Day Week Salary Piece rate Commission

Other (provide specifics): _____

Does a written agreement exist providing the rate(s) of pay? (check box) Yes No

If yes, are all rate(s) of pay and bases thereof contained in that written agreement? Yes No

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):

(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)

Regular Payday: FRIDAY

WORKERS' COMPENSATION

Insurance Carrier's Name: York Risk Services

Address: 1390 Willow Pass Road, Concord, CA. 94520

Telephone Number: 866.391.9615

Policy No.: NSWCC-0000101

Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: _____

PAID SICK LEAVE

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
 1. requesting or using accrued sick days;
 2. attempting to exercise the right to use accrued paid sick days;
 3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
 4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice: (Check one box)

- 1. Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.
- 2. Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246.
- 3. Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.
- 4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): _____

ACKNOWLEDGEMENT OF RECEIPT

(Optional)

Ngoc Ho

(PRINT NAME of Employer representative)

mgvnm

(SIGNATURE of Employer Representative)

1/18/2020

(Date)

Joel Leal

(PRINT NAME of Employee)

jl

1/18/2020

(Date)

The employee's signature on this notice merely constitutes acknowledgement of receipt.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.



Your Hospitality Staffing Professionals

Attendance Policy

The cost of absenteeism and lateness is difficult to estimate, no one can calculate the cost of the burden this puts on others who have to do the absent person's work. Most people will be late or sick at one time or another. But when short-term absences become more frequent, they might signal personal, medical, or job-related problems.

It is your responsibility to notify your supervisor at least 24 hours prior to your shift of any anticipated tardiness or absence. All tardiness or absences should be reported to the Emergency Line at 800.236.2276 x2207. You should provide the general reason for your absence, and understand that excessive absences and lateness will lead to disciplinary action.

Below is a breakdown of how infractions will be measured: Any employee who accumulates more than three points in a 90-day period can result in termination of employment.

Tardy – Anybody not signed/ clocked-in by their start time. 1 Point

Call Off – Needing to be taken off a shift after schedules are sent out. It is your responsibility to request any desired time off in advance. 1 Point

LM Call-Out – Failing to provide Acrobat with 24-hour notice before missing a shift. 1 Points

No Call No Show – Failing to provide Acrobat with any notice before missing a shift. 3 Points

Name: Joel Leaf Date: 1/8/2020

Signature: DL