

Attention all staff:

Please insert the following addendum to your 2025 Employee Handbook on Page 40 under section 4.6 (Attendance).

**Effective immediately, we've revised the following
policy to the Employee Handbook:**

H.R. Choices, Inc. reserves the right to require a verification of illness or injury for any unplanned absence, regardless of the length of time the employee will be off work.

H.R. Choices, Inc. reserves the right to require a verification of illness or injury for any employee that is responsible for attending appointments with minor children, or any immediate family member, if the appointment requires the employee to take time off work.

Providing doctor's notes in a timely manner to the office will ensure that the shift does not get counted against you as a call-off.

Failure to follow these procedures may result in disciplinary action. Excessive absence or tardiness will result in disciplinary action, up to and including termination.