



**ADDENDUM TO ATTENDANCE POLICY**

At EPN, we strive for excellence as an employer, as an agency, and as staff. In our attendance policy, we have outlined our requirements and the consequences thereof. The attendance policy also describes being “tardy”/late.

It is imperative that all employees are showing up to their shift on time. Arriving to the building at 5:59 a.m. for a 6:00 a.m. shift would not be defined as “on time”. Please allow enough time to arrive, park your vehicle, get checked into the building, receive your assignment, and put all personal items away. You should be ready for shift report by your scheduled time.

Being present at the building does not mean that you are on time. Please allow enough time to arrive and receive report in a timely manner. With the winter months approaching, please ensure that you allow enough time to safely travel to your scheduled facility and arrive on time. If you are going to be late, for any reason, please call the on-call number which is 5708983452.

If you have any questions regarding our disciplinary policy regarding attendance or tardiness please see our attendance policy which does include disciplinary actions, which are described in detail.

By signing below, you acknowledge that you have read and understand the addendum to the attendance policy, as well as the attendance policy regarding tardiness. Please contact Jennifer Lehman in Human Resources with any questions or concerns. Thank you!

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Print

Signature

Date