 EMPLOYEE ACKNOWLEDGEMENT

The content of this Employee Handbook is intended to summarize A Brand New Age Home Care’s policy and procedure for the convenience of its employees. This handbook is intended as general guidelines with reference.

It is acknowledged that the Agency reserve the rights at any time to immediately amend, suspend, or terminate any benefit program, procedure, and/or policy at the discretion of management of the Agency.

It is further acknowledged that noting contained in this handbook should be construed as a contract of employment, or a guarantee of continued employment or employment for a definite period.

It is further acknowledged that employment with the Agency is on an “at-will” basis as defined in the handbook and noting contained in this handbook shall be construed to change such status.

By signature below, I acknowledge that I have read and understand the content of this Employee Handbook and that I will act in accord with these policies, programs, and procedures as a condition of my employment with A Brand New Age Home Care.

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 ATTENDANCE POLICY

POLICY MEMONRANDUM

It is the policy of A Brand New Age Home Care that we maintain continuous attendance.

The Policy includes any location at which our employees perform services for A Brand New Age Home Care.

Each employee is advised of the following:

* A 24-hour notification of absence must be given.
* A request for vacation time must be present and approved two (2) weeks in advance.
* Emergency absences will only be excused by proper medical documentation.

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Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_