

# Choices In Community Living, Inc.

## Attendance Tracking Form

Date:

To:

From:

CC: Kesha Tuttle

Re: Attendance

On \_\_\_\_\_, you called off / were late (circle one), at the \_\_\_\_\_  
program. You notified your supervisor on \_\_\_\_\_ at \_\_\_\_\_ am/pm.

This form is used as a tracking device to accurately document any call offs or tardiness that may occur. If your attendance becomes a concern, a formal write up will be completed to include an attendance improvement plan, up to and including termination. I am committed to working with you on problems that may incur. However, it is your responsibility to notify me of any concerns you may have regarding your attendance.

You may swap a shift with another co-worker within the same pay week (Sunday-Saturday) and it will not count against you. You are still expected to find your own coverage when calling off for a shift. You MUST notify your supervisor any time your schedule changes.

I have read and understand the contents of this memo. My signature below only acknowledges understanding and confirmation of this document. Your signature does not necessarily indicate agreement.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date

*\* Failure to comply may result in a suspension or termination \**