SIDE LETTER A

A. Attendance/Lateness/Early Out Policy

1. Step 1- 4 unscheduled absences or 4 lateness/early outs in a 12 month period will result in a verbal counseling.

2. Step 2 - 5 unscheduled absences or 5 lateness/early outs in the same 12 month period will result in a written warning.

3. Step 3 - 6 unscheduled absences or 6 lateness/early outs in the same 12 month period will result in a 1 day suspension.

4. Step 4 -7 unscheduled absences or 7 lateness/early outs in the same 12 month period will result in a 3 day suspension.

5. Step 5 - 8 unscheduled absences or 8 lateness/early outs in the same 12 month period will result in termination of employment.

6. Failure to call in, prior to the start of your shift, with an unscheduled absence is a serious breach of employee conduct and can result in discipline through the progressive discipline process. The facility requires you to call-out to your supervisor 2 hours prior to the start of your shift. You must speak to a supervisor and not leave a message with anyone else.

7. If an employee fails to call out for two (2) consecutive days, the Nursing Home will assume the employee has abandoned his/her position and resigned without notice, unless there are extenuating circumstances that prevented him/her from contacting the Supervisor.