



Professional Attendance Policy

Manning Personnel Group, Inc., (MPG) requires consistent and punctual attendance for the continuation of all contract assignments. If you cannot show up to your assignment for any reason, you must notify MPG prior to your standard start time. In the event that you do not notify MPG on one or more instances, you will be considered for all purposes to have voluntarily terminated that assignment. You will also be considered to have voluntarily terminated your assignment if MPG learns that you have consistently been tardy or absent from work for any reason.

As an hourly employee, you are compensated for any hours that are approved by your onsite manager on your timecard.

Employee Name (Print): _____

Signature: _____

Date: _____