



Wood Temporary Staffing
A Member of The Wood Companies
2301 N. Bendix Drive, Suite 600, South Bend, IN 46628
2350 Pipestone Road, Benton Harbor, MI 49022
www.woodstaffing.com

An employee's regular attendance and punctuality is essential. Employees should be at their work areas, ready to perform meaningful work at the start of their day and upon completion of their break(s) and lunch periods.

Every company has the right to expect regular attendance of its employees and to discipline employees who fail to adhere to a reasonable standard of attendance.

Attendance Policy

1. Failure to report to work without notifying both Wood Temporary Staffing and the company at which I am assigned will be considered a voluntary quit.
2. You must contact Wood Temporary Staffing a minimum of two hours before your starting time if you are going to be absent or tardy. Call (574) 234-6767 or (269) 925-6767. You may leave a message at these numbers 24 hours per day.
3. You must call in each day of your absence regardless of the reason. This is your responsibility. Failure to call in or report to work will constitute your voluntary resignation.

I have read the above requirements and understand failure to comply with these requirements will result in my termination of employment.

Signed: _____

Date: _____

Witness: _____

Date: _____