

**NETWORK STAFFING RESOURCES, INC.
ATTENDANCE AND CALL-IN POLICY**

The success of our efforts on behalf of our clients depends on our ability to staff assignments reliably and punctually.

It is imperative that our employees comply with the call-in policy set forth below regardless of the reason for the absence.

Employees do not accrue paid sick leave. Our attendance policy is no-fault, which means we reserve the right to terminate any employee who fails to comply with the attendance and call-in policy set forth below regardless of the reason for the employee's failure:

A. Attendance. If you know you must be absent, arrangements should be made as far in advance as possible. In emergency situations, notify the office as soon as possible. Any employee who fails to give proper notification will be charged with an unexcused absence. An unexcused absence will be given to any employee who calls in more than once in a six-month period and does not have a physician's statement explaining the health reason for the absence. Three (3) unexcused absences within a six-month period may result in dismissal. Frequent absences, even with proper notification in a physician's statement, are disruptive to our business and cannot be condoned. Special arrangements for unpaid leave will be made on a case-by-case basis in conformance with all applicable laws in the event any employee must seek special leave because of a long term illness.

Your attendance counts toward job security. All employees are required to report to their assignment no less than ten minutes prior to their scheduled time. Any employee who has not reported to their assignment fifteen minutes after their scheduled starting time is tardy and may be replaced at the Company's discretion. All tardy employees will be required to work over the amount of tardy time unless restricted by the client from so doing. Tardy time will be made up on the same day as the tardiness whenever possible. Employees may not work through their lunch break or regular breaks to make up tardy time unless specifically authorized by NSR.

A special rule applies where absences are caused by jury duty or military service. Upon receipt by NSR of documentation of absences for these reasons, all such absences shall be excused and shall not count against the employee in any way.

One unexcused absence accumulated during a six-month period shall be removed from the employee's accumulated total if the employee records perfect attendance for a consecutive three period during the six-month period in which the unexcused absence was assessed.

B. Call-in Policy. An employee must call in to **our office** four (4) hours prior to the time the employee was to report for assignment if an absence is to be excused. Calling in less than four (4) hours prior to your scheduled assignment will result in assessment of an unexcused absence, unless you have a written physician's statement to confirm your illness. Unless hospitalized, the employee must personally call in sick. If someone else calls in for you, it will be an unexcused absence. You will also be placed on probation. If you have past, poor work performance, you may be suspended because of the improper call-in.

More than three call-ins, excused or unexcused within a six-month period may result in denial of availability of shifts or hours to work until further notice. Any employee who fails to show for the employee's assignment without calling in may be immediately terminated at NSR's discretion.

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