**ATTENDANCE POLICY**

The Company expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance habits. All employees should regard coming to work on time, working their shift as scheduled, and leaving at the scheduled time as essential functions of their jobs, i.e., good attendance habits form an integral part of every employee's job description.

Among other things, "good attendance habits" mean the following:

* appearing for work no sooner than 5 minutes prior to the start of the shift and no later than the start of the shift;
* being at your work station ready for work by the start of the shift;
* remaining at your work station unless the needs of the job require being elsewhere, except during authorized breaks (including restroom breaks);
* taking only the time normally allowed for breaks;
* remaining at work during your entire shift, unless excused by a supervisor;
* not leaving work until the scheduled end of your shift, unless excused by a supervisor;
* leaving promptly at the end of your shift, unless you have been given advance permission from your supervisor to work past that point; and
* calling in and personally notifying your supervisor or another member of management if you are going to be either absent or tardy, unless a verifiable emergency makes it impossible for you to do so (see "Notice of Absence or Tardiness" below for details).

**Notice of Absence or Tardiness**

Under some circumstances, absence or tardiness on your part may be excused, but only if you give proper notice of such a problem before the start of your shift. The Company needs advance notice of attendance problems so that other arrangements can be made to cover your absence, if necessary. "Proper notice" means that you call the Company at a designated number for such calls prior to the start of your shift and personally notify your supervisor or another member of management about the problem, unless a verifiable emergency makes it impossible for you to do so. It is not sufficient to call in and leave a message with a coworker or someone else who is not in a supervisory position. Office staff have been instructed to route all such calls to supervisory personnel. All supervisors and managers have been advised to make themselves available to take calls such as these, so there should be no reason to worry that you will not be able to reach an appropriate person to advise of your attendance problem. Similarly, the Company's telephone system has been set up to allow your calls to go through promptly and to not route you to an answering machine. If you fail to give proper notice of attendance problems in advance as explained in this policy, you may be subject to disciplinary action, up to and possibly including discharge.

If you are absent without notice for [two; three] days in a row, you will be considered as having abandoned your job, and the Company will process your work separation as a voluntary resignation on your part.

**WORK SCHEDULES AND RECORDING OF WORK TIME**

The Company expects all employees to follow their assigned work schedules unless they have made prior arrangements with their supervisors to work at different times. Employees should not clock in prior to their assigned start times, nor should they clock out later than their assigned ending times, unless they have been instructed by a supervisor to start work early or stop work late. Likewise, employees should not clock in until they are ready and prepared to begin their assigned tasks, and should not clock out unless they are completely finished with their work for the day.

The Company must maintain accurate time records on all employees, and each employee bears primary responsibility for enabling the Company to do that. Properly recording work time and complying with the Company's timekeeping procedures are in each employee's [job description](https://www.twc.state.tx.us/news/efte/job_descriptions.html), regardless of whether such duties are spelled out in such a document. The [title of resource] explains the procedures for using your swipe cards to clock in and out. Employees must follow those procedures exactly. Failure to properly clock in and out is an imposition on the other employees who must handle such negligence and will result in corrective action as outlined below, and may adversely affect raise reviews and performance evaluations as well.

Each employee must fully and accurately record all time that he or she works each day, without exception, according to the rules and procedures that apply in the department to which the employee is assigned. No employee may alter or otherwise modify his or her time record, record work time for another employee, or alter or modify in any way the time record of another employee, unless specifically instructed or allowed to do so by a supervisor. No employee may work without properly recording the time worked. At the end of each pay period, the employee must sign a certification on the time record that the record accurately and completely reflects all time worked during the period in question and that no hours were worked that do not show up in the record.

Any violation of this policy may lead to disciplinary action, up to and potentially including termination of employment, depending upon the severity or repeat nature of the offense.

I have read and understand :

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Name Date

**Leave Policy**

**Vacation Leave**

* Full-Time employees are eligible to accrue and use paid vacation leave after the probationary period and a performance review rated “meeting expectations” or higher.
* Every 160 hours of paid work 1 day or 8 hours of vacation leave is earned. PBHH allows carryover of vacation leave from year to year, however we do not pay employees for unused vacation leave upon separation from the company.

**Sick Leave**

* Full-Time employees are eligible to accrue and use paid sick leave after the probationary period and a performance review rated “meeting expectations” or higher.
* Every 160 hours of paid work 1 day or 8 hours of sick leave is earned. PBHH allows carryover of vacation leave from year to year, however we do not pay employees for unused sick leave upon separation from the company.
* Employees who qualify to use sick leave for periods of absence require medical documentation in order to use available paid sick leave.

I have read and understand:

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Name Date

**DRIVER POLICY**

Employees assigned to driving duties ("drivers") must at all times meet the following criteria:

* drivers must have a current, valid driver's license for the state in which the employee performs his or her driving duties; and
* drivers must maintain a clean driving record, i.e., must remain insurable under our company's liability insurance policy.

Any employee driving a Company vehicle or driving on Company business must observe all safety, traffic, and criminal laws of this state. No driver may consume alcohol or illegal drugs while driving a Company vehicle, while on Company business, while in a Company vehicle, or prior to the employee's shift if such consumption would result in a detectable amount of alcohol or illegal drugs being present in the employee's system while on duty. In addition, no driver may consume or use any substance, regardless of legality or prescription status, if by so doing, the driver's ability to safely operate a motor vehicle and carry out other work-related duties would be impaired or diminished. No driver may pick up or transport non-employees while in a Company vehicle or on Company business, unless there is a work-related need to do so. Any illegal, dangerous, or other conduct while driving that would tend to place the lives or property of others at risk is prohibited.

Anything a driver does in connection with the operation of motor vehicles can affect that driver's fitness for duty or insurability as a driver. Regardless of fault, circumstance, on- or off-duty status, time, or place, any driver who receives a traffic citation from or is arrested by a law enforcement officer, or who is involved in any kind of accident while driving, must inform an appropriate supervisor about the incident immediately or as soon as possible thereafter. Any penalty, fine, imprisonment, fee, or other adverse action imposed by a court in connection with such an incident must be reported immediately to an appropriate supervisor. In both of the above situations, the matter will be reported to the Company's insurance carrier so that a prompt decision on continued coverage of the employee can be made. The driver involved in an accident or cited by a law enforcement official for violating a motor vehicle law must turn over any documentation relating to such incident as soon as possible to the employer, and must cooperate fully with the employer in verifying the information with other parties involved and with law enforcement authorities. While parking tickets will not affect a driver's insurability, any parking ticket issued on a vehicle that is being used for company business should be reported to an appropriate supervisor at the earliest possible opportunity.

Any employee who violates any part of this policy, or who becomes uninsurable as a driver, will be subject to reassignment and/or disciplinary action, up to and possibly including termination from employment. All employees with driving duties must sign the following agreement:

I have read and understand the Company's Driver Policy, and I agree, in the event that I am ever found to be uninsurable, or that I lack a clean driving record or a valid and current driver's license, that if necessary, I will accept whatever alternative assignment the Company may give me and that I understand that a reduction in pay, change in hours, change in duties, and/or change in work location may result from the reassignment. I further understand that the Company does not and cannot guarantee that any particular reassignment will be available in the event of a problem with my driver's license, driving record, or insurability as a driver, and that if no reassignment is possible, termination of my employment may occur.

/signed/

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Employee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date

**DRUG-FREE WORKPLACE POLICY**

PlayBetter Home Health (the Company) intends to help provide a safe and drug-free work environment for our clients and our employees. With this goal in mind and because of the serious drug abuse problem in today's workplace, we are establishing the following policy for existing and future employees of PlayBetter Home Health.

The Company explicitly prohibits:

* The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Company or customer premises or while performing an assignment.
* Being impaired or under the influence of legal or illegal drugs or alcohol away from the Company or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
* Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the Company or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
* The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the company or its customers, or while on company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

The Company will conduct drug and/or alcohol testing under any of the following circumstances:

* RANDOM TESTING: Employees may be selected at random for drug and/or alcohol testing at any interval determined by the Company.
* FOR-CAUSE TESTING: The Company may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
* POST-ACCIDENT TESTING: Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

I have received this document:

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Name Date

**POLICY ON HARASSMENT AND DISRESPECT TOWARD OTHERS**

To promote equal employment opportunity for all employees, PLAYBETTER HOME HEALTH Company ("PLAYBETTER HOME HEALTH") strives to maintain an atmosphere of mutual respect and understanding in the workplace. Toward that end, PLAYBETTER HOME HEALTH considers the use of demeaning, belittling, humiliating, insulting, or other forms of disrespectful language toward or about yourself or others to be unacceptable. One or more of the following tests may be useful in determining whether particular terms are unacceptable under this policy:

1. Whether you would feel discriminated against or insulted if someone else who is different from you were to use that term when referring to you or speaking to you about someone else;
2. Whether referring to yourself or another person in such a way would tend to segregate yourself or others on a minority basis;
3. Whether such terminology tends to perpetuate racial, ethnic, gender, or other minority stereotypes; and
4. Whether such terms would make a normal person feel belittled, needled, or picked on.

While the context of such statements can be important in judging whether the statements violate this policy, in general, PLAYBETTER HOME HEALTH will consider any such language unacceptable and will follow up on any complaints it receives.

The following examples illustrate what is unacceptable under this policy (the list is not exhaustive and is only a general guide):

* Slurs and other disrespectful terms relating to a person's race, color, religion, age, national origin, citizenship status, gender, sexual orientation, gender identity or expression, genetic information, or disability
* Excessive or habitual use of terms relating to a person's characteristics, if a reasonable person would feel excluded, belittled, or singled out for unwanted attention through such language
* Referring to people in terms of their assumed nationalities
* Words relating to gender stereotypes
* Profane or obscene references to yourself or others

It is no excuse that you apply an unacceptable term to yourself. Such terms inevitably disturb others, even if they do not say so out loud. Further, they perpetuate unfavorable stereotypes and foster a hostile work environment. While we are all different, and appreciate everything that makes us unique individuals, there is no need to dwell upon those differences to the point where we become preoccupied with ourselves and what separates us from one another. We are all employees here, we are team members, and we are united in working to give our customers the best possible value and experience with our company.

In sum, using unacceptable language in the workplace calls into question the speaker's maturity, judgment, and suitability as a team member. Such language will not be tolerated. Depending upon the severity and repeat nature of a particular offense, a violation of this policy will result in appropriate corrective action, up to and potentially including termination of employment. PLAYBETTER HOME HEALTH hopes that no such action will be necessary, but will act where action is needed.

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Name Date

**RELATIONSHIPS WITHIN THE WORKPLACE**

Many employers are concerned about inappropriate relationships within a company's workforce. The extent to which an employer may legitimately respond to what it determines is inappropriate behavior between employees in terms of interpersonal relationships is really dependent upon the employer's policy. The answer, at least in the area of employment law, is that while an employer should not necessarily try to limit any and all on- or off-duty contact or relationships between employees, it may certainly impose reasonable limits on any such relationships or conduct when the conduct threatens work relationships, jeopardizes work flow, or harms the employer's reputation among its customers or in the community at large. An example of a policy that an employer might adopt with such concerns in mind could be something like the following:

**Policy Regarding Interpersonal Relationships and Fraternization**

While PLAYBETTER HOME HEALTH Company encourages a collegial and supportive atmosphere at work for its employees, interpersonal relationships between employees may become a concern if they have the effect of impairing the work of any employee; harassing, demeaning, or creating a hostile working environment for any employee; disrupting the smooth and orderly flow of work within the office; or harming the goodwill and reputation of the company among its customers or in the community at large. For this reason, PLAYBETTER HOME HEALTH Company reminds its employees that the following guidelines apply in their relations with other employees, both on and off duty:

1. A supervisor should not engage in any form of relationship with a subordinate employee that could potentially have the appearance of creating or promoting favoritism or special treatment for the subordinate employee. In the event of such a relationship, the employees involved will be given the opportunity to choose which of them will be reassigned to an alternative position where favoritism or special treatment will not be an issue, or one or both employees may be subject to dismissal, depending upon the nature of the situation. All employees, especially managers, are reminded that the qualities of good judgment, discretion, and compliance with guidelines are all taken into account when considering future advancement opportunities and salary increases.

1. If a relationship or social activity between two or more employees:
	1. has the potential or effect of involving the employees, their coworkers, or the company in any kind of dispute or conflict with other employees or third parties;
	2. interferes with the work of any employee;
	3. creates a harassing, demeaning, or hostile working environment for any employee;
	4. disrupts the smooth and orderly flow of work within the office, or the delivery of services to the company's clients or customers;
	5. harms the goodwill and reputation of the company among its customers or in the community at large; or
	6. tends to place in doubt the reliability, trustworthiness, or sound judgment of the persons involved in the relationship,

Any employee(s) responsible for such problems will be subject to counseling and/or disciplinary action, up to and potentially including termination of employment, depending upon the circumstances.

1. No employee may use company equipment or facilities for furtherance of non-work-related activities or relationships without the express advance permission of [designated member of management].

1. Employees who conduct themselves in such a way that their actions and relationships with each other become the object of gossip among others in the office, or cause unfavorable publicity in the community, should be concerned that their conduct may be inconsistent with one or more of the above guidelines. In such a situation, the employees involved should request guidance from [designated member of management] to discuss the possibility of a resolution that would avoid such problems. Depending upon the circumstances, failure to seek such guidance may be considered evidence of intent to conceal a violation of the policy and to hinder an investigation into the matter.

Friendships and social contacts between employees are not a matter of concern as long as they are consistent with the above guidelines. Employees may address any questions on this policy to management.

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Name Date

**MEDICAL INFORMATION CONFIDENTIALITY POLICY**

The Company strives to protect the privacy of its Employee/Patients' medical information to the greatest possible extent. To that end, we provide the following guidelines regarding the confidentiality of medical information:

1. "Medical information" is any information, data, or documentation relating to an Employee/Patient's mental or physical condition. The term includes, but is not limited to, oral, written, or digital information concerning an Employee/Patient's mental or physical condition; medical records; dental records; disability records; workers' compensation records; medical leave records; genetic information; health insurance information; and/or information concerning visits or payments to any health care professional, hospital, emergency room, or other type of short- or long-term health care facility.
2. Any medical information concerning Employee/Patients will be maintained in separate, confidential medical files apart from regular personnel records. Only authorized Employee may ever have access to such files.
3. Employee are hereby notified that medical information concerning Employee/Patients is absolutely confidential under state and federal laws and may not be discussed at any time with any person under any circumstances, unless an Employee/Patient needs to do so in order to carry out his or her job duties, or unless the person discussing the information is talking or otherwise communicating with the subject of the information at that person's invitation. If an Employee/Patient is concerned about a possible medical condition on the part of a coworker, the Employee/Patient must not discuss such concern with anyone other than [designate the person to whom such concerns should be brought].
4. Any Employee who is found to have discussed medical information about another Employee/Patient with anyone else in violation of this policy, or who is found to have released such information without authorization, will be subject to severe disciplinary action, up to and possibly including immediate termination from employment. In addition, state and federal laws may subject such an Employee/Patient to both civil and criminal action in a court of law.

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Name Date

**Covid-19 Policy**

This policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It’s important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

**Scope**

This coronavirus policy applies to all of our employees who physically work in our office(s). We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

**Policy elements**

Here, we outline the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

**Sick leave arrangements:**

* If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home.
* If you have a positive COVID-19 diagnosis, you can return to the office only after you’ve fully recovered, with a doctor’s note confirming your recovery.

**Work from home requests:**

* If you are feeling ill, but you are able to work, you can request to work from home.
* If you have recently returned from areas with a high number of COVID-19 cases (based on [CDC](https://www.cdc.gov/) announcements), we’ll ask you to work from home for 14 calendar days, and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
* If you’ve been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home. You will also be asked not to come into physical contact with any colleagues during this time.
* If you’re a parent and you have to stay at home with your children, request work from home. Follow up with your manager or departmental leader to make arrangements and set expectations.
* If you need to provide care to a family member infected by COVID-19, request work from home. You’ll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you’re asymptomatic or you have a doctor’s note confirming you don’t have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

**Traveling/commuting measures:**

* All work trips and events – both domestic and international – will be cancelled/postponed until further notice.
* In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews and partners).
* If you normally commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution.
* If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, we’ll ask you to work from home for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time.

**General hygiene rules:**

* Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the [20-second hand-washing rule](https://www.cdc.gov/handwashing/when-how-handwashing.html)). You can also use the sanitizers you’ll find around the office.
* Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
* Open the windows regularly to ensure open ventilation.
* Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
* If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).

*Disclaimer: This policy is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor Workable will assume any legal liability that may arise from the use of this policy.*

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Name Date

**ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK AND POLICIES**

The Employee Handbook contains important information about the Company, and I understand that I should consult the Administrator/Office Manager/General Manager/Branch Manager/Human Resources Manager [designate one] regarding any questions not answered in the handbook. I have entered into my employment relationship with the Company voluntarily, and understand that there is no specified length of employment. Accordingly, either the Company or I can terminate the relationship at will, at any time, with or without cause, and with or without advance notice.

I understand and agree that no person other than the Executive Director/President/Chief Executive Officer [designate one] may enter into an employment agreement for any specified period of time, or make any agreement contrary to the Company's stated employment-at-will policy.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur, except to the Company's policy of employment-at-will. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the President of the Company has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor or any employee of the Human Resources Department any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with the Company following any modifications to the handbook, I thereby accept and agree to such changes.

I have received a copy of the Company's Employee Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the Company's representative listed below on the date specified. I understand that this form will be retained in my personnel file.

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Signature of Employee                              Date

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Employee's Name - Printed

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Company Representative                           Date