



To: CMG Employees

From: Shannon Ramirez, On-Site Representative

Subject: Attendance Policy

In acceptance of employment with CMG, it is our duty to inform you of our attendance policy. We rely on employees who are punctual and conscientious about attendance and deadlines. It is our responsibility to provide outstanding service to our client and your acceptable attendance reflects that, so we ask that you have outstanding attendance.

We will evaluate your pattern of behavior as well as attendance. Therefore, if in the first 30 days of your employment with us you are absent, unless it's a legitimate excuse that could require proof in writing; you will automatically be terminated.

I acknowledge by my signature below that I agree to abide by this Policy.

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A: Todos Empleados de CMG

De: Shannon Ramirez, Representante de CMG

En aceptar empleo con CMG, es nuestra responsabilidad de informarle de nuestra poliza de atendencia. Nosotros confiamos en nuestros empleados que sean puntual y conciente de su atendencia. Es nuestra responsabilidad de dar buen servicio a nuestro cliente y su atendencia aceptable refleja nuestro servicio, le pedimos que usted tenga buena atendencia.

Evaluaremos su comportamiento y tambien su atendencia. En los primeros 30 dias de su empleo con nosotros si usted es ausente, sin ser una excusa legitima con comprovante adecuado, usted sera automaticamente despedido/a.

Entiendo que con mi firma en la sigiente linea yo seguire esta poliza.

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Employee Name/Nombre de Empleado

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Date/Fecha

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Employee Signature/Firma de Empleado

April 2011