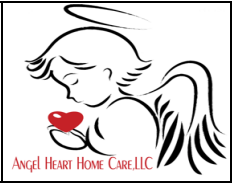


Angel Heart Home Care, LLC
825 N. Circle Suite 203, Colorado Springs, CO 80909



Employment Policies: Hiring & Termination

I _____ confirm that I understand the following employment policies of Angel Heart Home Care, LLC:

1. If any employee misses two shifts in a single month without giving at least 24-hours notice they will be placed on probation. During the probationary period the employee cannot miss any shifts without giving at least 24-hours notice and must show proof of an emergency, or the employee will be terminated immediately. _____
2. If any employee needs time-off, an unavailability sheet/time off request form must be fill out and sent two weeks in advance for approval by the agency. Fail to do so could lead to immediate termination.
3. Employees must give documentation proof of any emergencies that cause a shift to be missed without 24-hour notice regardless of how many shifts have been missed in the past. If documentation is not, or cannot be provided, the employee may be terminated. _____
4. Any employee who is caught using their cell phone during a shift, and it is not for emergency purposes; and has not been approved or reported to the agency by the employee, will be immediately terminated. This includes calling or texting during a shift. _____
5. Any employee who quits their job without giving two weeks-notice will have their paycheck held until the following pay period. _____

X _____
Employee Signature

Date

X _____
Agency Representative/Title

Date

*Refusing to sign this form does not exclude the employee from these policies and may be grounds for non-hire.