Angel Companions

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Angel Companions Caregiver Attendance Policy

All Angel Companions employees are expected to be present for work, on time, every day they are scheduled. Regular attendance and punctuality are crucial to keep the company operating effectively and efficiently. Arriving late and recurrent absences cause disruptions to our clients.

Request Off:
Caregivers are required to turn in vacation and time off requests in writing as soon as possible, and with at least one week's notice. This time is needed for the office staff to work with the Client and their families to work out an acceptable plan of care while you are away.

Absences:
Any last-minute requests, less than 48 hours, will be considered an Absence. Call Out Absences need to be by phone to the office, 770-579-5000. If the office is closed, press 1, to connect to our company emergency line. Do NOT text a call out. You must speak with someone. This late notice of a Call Out becomes an emergency as many of our clients cannot survive on their own.

Angel Companions only allows an employee 1 call out per quarter. Any additional call outs are grounds for dismissal.

No Call Absence:
One no-call, no-show absence is considered a voluntary resignation. There is zero tolerance for neglecting your job duty to our client.

Late Arrival:
Generations allows clocking in 7 minutes before or after your scheduled shift. Any clock in after this time is considered a late arrival. Angel Companions allows no more than 1 late arrival per month. Additional late arrivals will require the employee meet with an Angel Companions supervisor to discuss alternative solutions. We understand there may be cases of an office staff mistake or personal emergency; management will consider these situations.

Note: Caregivers are required to clock in and clock out for each shift, along with completing their Care Notes. If employees have a problem recording a clock in or clock out time, they are required to inform the office immediately. Employees who consistently fail to clock in or clock out are subject to disciplinary action up to termination.