



## **ATTENDANCE RULES**

- Staff must Check-in with supervisor or store manager on duty immediately upon arrival and at closing time.
- Late arrival or early departure must be approved by the **Store Manager or Assistant Director**.
- Attendance will be used for **performance evaluation, work clearance, and Pay-As-You-Work validation**.

**Verified By:**

**Store Manager Name:**

**Signature:**

**Date:**

**Approved By:**

**Assistant Director:**

**Signature:**

**Date:**



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