Attendance Policy

Internship Program

|  |  |
| --- | --- |
| Internship Program | 1.5 point allowance |
| 1 No Call/No Show | Termination ( End of Internship) |

**Absent 4 hours or less is considered a point value of ½ point.**

**Absent 4 hours or more is considered a point value of 1 point.**

If you call off prior to starting school and notify IB-Tech then *you will not be pointed for an absence.* IB-Tech will monitor your attendance with the support of Pioneers administration department. If you exceed the point allowance mentioned above or No Call/ No Show during the internship program you will no longer be an intern working for IB-Tech and Pioneer will be notified.

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Intern Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Legal Guardian Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Signature Date

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Pioneer Administration Date