



## CANCELATION, NO-SHOW, AND INCOMPLETE SHIFT POLICY

Prepared By: Chelsea Williams	Title: Director of Credentialing & HR
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Dependability, punctuality, and a commitment to the job are essential. When you accept a shift, you are committing to follow through with showing up to the shift on time and to complete the entire shift. We understand that emergencies happen, in that situation please cancel the shift in the FleetNurse app if applicable and call or text the Scheduling department at **(832) 280 – 9363** immediately with the following information:

- Facility you accepted the shift at
- Date and time of the shift
- Reason for cancelation

Canceling a shift, being a no-show, and not completing a shift should only happen in an emergency situation. The following repercussions will occur for cancelations, no-shows, and not completing a shift:

No-show to an accepted shift <b>without</b> notifying FleetNurse via phone call or text to (832)280-9363.	Account will be immediately blocked and you will be notified via email
Canceling an accepted shift <b>without</b> notifying FleetNurse via phone call or text to (832)280-9363.	Account will be immediately blocked and you will be notified via email
Leaving a shift prior to completion, walking off the job.	Account will be immediately blocked and you will be notified via email
Canceling an accepted shift <b>with</b> notifying FleetNurse within 6 hours of shift starting. Must notify via phone call or text to (832)280-9363.	One occurrence: warning Second occurrence: account will be blocked and you will be notified via email
Canceling an accepted shift <b>with</b> notifying FleetNurse within 12 hours of shift starting. Must notify via phone call or text to (832)280-9363.	One occurrence: warning Second occurrence: final warning Third occurrence: account will be blocked and you will be notified via email