



5311 Edith Street  
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### Tutor Attendance Addendum

Timely and regular attendance is an expectation of performance for all At-Home Tutoring Services Tutors. To ensure adequate staffing, positive tutor morale, and to meet expected productivity goals throughout the organization, tutors will be held accountable for adhering to their assigned tutoring schedule. To do your part in achieving this objective one way is to maintain a good attendance record. Consistency is key to helping our students achieve success in their academic careers. Any absence or tardiness becomes a part of your file.

We may continue to operate during periods of bad weather. Thus, the need for tutors to be on the schedule during such emergencies is of paramount importance. You are expected to make every effort to report for sessions you agreed to cover. If you do not report for your session when scheduled during a weather emergency, you will be considered absent.

Any occurrences of absences or tardiness (including but not limited to: vacation time scheduled in advance, sick leave, a death in your family, jury duty, time off to vote, military leave, emergency situations beyond your control) in excess of a total of three (3) during any school year may be considered when assigning new students to our available roster of tutors. We will also favorably regard your continuous acceptance of substitute sessions (that is, when another tutor cannot cover a session and you agree to cover the session.) We will take this and you overall attendance into account when assigning out new students.

Absences during peak tutoring times (i.e. Midterm exams in December and/or Final exams in May/June or longer than four (4) consecutive tutoring days during the school year) regardless of the reason will also be considered when assigning new students to our available roster of students.

Please advise us of travel days at least fourteen (14) days in advance except in cases of emergency.

DATED: \_\_\_\_\_

Upcoming Known Absences:

AGREED AND UNDERSTOOD:

\_\_\_\_\_

\_\_\_\_\_  
Tutor

\_\_\_\_\_

APPROVED AS TO FORM AND CONTENT:

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Sara J. Downey  
Managing Member  
CSD Holdings, LLC d/b/a  
At-Home Tutoring Services