



Attendance Requirements for Mandatory Training

Acknowledgement Form

I, _____, acknowledge that I have received the Department of Finance and Administrations Attendance Requirements for Mandatory Training.

I further acknowledge that I have been provided with an opportunity to ask questions about the policy, and I understand that it is my responsibility to read, familiarize myself with, and abide by the Department of Finance and Administration's Attendance Requirements for Mandatory Training.

By signing this *Acknowledgement and Agreement Form*, I affirm and agree that I will abide by the employee duties and responsibilities located in this policy, and I understand that Disciplinary Action may be taken in the absence of my compliance with this policy.

Employee – Printed Name

Job Title

Employee Signature

Date