



Howard Leasing II, Inc.

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June 20, 2008

Dear Client:

Howard Leasing would like to say "Thank You" for your continued business through out the year. Our clients' needs come first and we strive to give our clients excellent customer service. Please inform your Payroll Technician if you have any problems or special needs as we want to keep the lines of communication open.

With this said we have a few requests of our clients. It has come to our attention from the Florida State Unemployment Office that Howard Leasing and its clients are not asking certain questions of our dismissed employees and not documenting dates, times and witnesses. The following is a list of requests we are asking our clients to follow (per the State of Florida):

1. Please inform your employees at **time of hire and at time of release** (termination, resignation, lay off for lack of work, etc) that they have **72 hours** in which to call Howard Leasing. (Please document that the **employee was told and by whom.**)
2. Please inform your employees at time of hire (within 7 days of hire) that he/she is on a **90 day probationary period** and can be released from their job for unsatisfactory job performance. (Please document that **employee was told and on what date.**)
3. If a situation arises that an employee needs to be reprimanded, please do so but written documentation is required. (Remember dates and times and witnesses are very important and must be documented.) If the reprimand is verbal and not documented it will not hold up as evidence during an Appeals Hearing. You may also have the employee sign the documentation.
4. If an employee needs to be terminated, again please document what was said, date and time of **termination and if any witnesses were present (name of witness).**
5. Any situation that arises that is out of the ordinary and that could be used as evidence is considered "hear say" by the State without the actual witness, supervisor (and his/her name) that released the **employee and again written documentation.**
6. If an employee was offered another position (as through a staffing service) and the employee refuses the **position for any reason, please document the date of offer, position title, hours to be worked and wages and reason for refusal.**
7. Please forward to Howard Leasing a Termination Form for each employee that is no longer on payroll and list "last day of employment". Fill out the Termination Form with any and all reasons for termination. (Explanations required) Also send any copies of documentation along with the Termination Form. **This also includes employees that have Quit/Resigned.** Florida Statute requires a prompt return on forms sent to Howard Leasing. Please return termination information **within 2 days** of dismissal to Howard Leasing.

Thank you for your cooperation. If you have any questions regarding these issues, please call Nina Monte (941) 761-7704 for assistance.

With best regards,

C. J. Howard
CFO