

Employee Call Off Policy and Procedures

Created: March 1, 2007
Revised: February 7, 2008
Revised: January 25, 2010

POLICY

In the event an employee is unable to report as scheduled, she/he must call her immediate supervisor four hours prior to the start time and must do so each day until returning to work.

It is not sufficient to leave a voice mail message or to send an email when calling off. An employee must actually speak to a member of the office staff. When calling off outside of office hours, the employee must call the main number and take the option (usually number '1') to speak to the on-call person.

Failing to call in, will be considered a resignation if the employee does not communicate to the office the reason for being a no-show by the end of that business day.