

### **Call-In Policy**

- Employees who will be absent or late must call in to the Attendance Line and speak to a member of management about their absence or late arrival within one-half hour prior to their scheduled shift start time. Emails, texting, or instant messaging systems are only accepted if the employee received a response from their Leader. Voicemails are never acceptable.
- Shift Abandonment:
  - If an employee leaves mid-shift without verbally notifying a member of management it is considered shift abandonment and the employee will be subject to a written warning.
  - If an employee calls in stating they will be in to work late but then never arrives, it is considered shift abandonment and the employee will be subject to a written warning.