

Call-In Policy

- Employees who will be absent or late need to call the Attendance Line and speak to a member of Management about their absence or late arrival, preferably within one half hour prior to their scheduled start time.
 - If an employee's Leader is unavailable, the employee must speak to another member of the Management team.
 - Emails, texting, or instant messaging systems are only accepted if the employee received a response from their Leader; voicemails are never acceptable.
- An employee who does not call in or report for an entire shift will be considered a “No Call No Show” and will be subject to a written warning.
- An employee who calls in to state they will be in to work late but then never arrives will be considered “Shift Abandonment” and the employee will be subject to a written warning.
- An employee who leaves mid-shift without verbally notifying a member of Management will be considered “Shift Abandonment” and the employee will be subject to a written warning.
 - Emails, texting, or instant messaging systems are only accepted if the employee received a response from their Leader; voicemails are never acceptable.
- Failure to report for three (3) consecutively scheduled workdays without calling in will be regarded as a voluntary resignation without notice.