**Call Out Policy**\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective February 1, 2017, a ***24 hour notice*** (the sooner, the better!) is required when you are needing to be off and/or removed from your scheduled shift(s). An excused call-off must come with documentation such as a doctor’s note, jury summons, etc. Any call-off within 24 hours of your shift(s) start time without documentation is considered unexcused.

**ACCEPTABLE CALL OUT METHOD**
The only acceptable method to call out is by speaking with your scheduling coordinator.

**UNACCEPTABLE CALL OUT METHODS**
Text message, voicemail, email, reply to shift reminders, and other means other than speaking with your scheduling coordinator.

**24 HOUR MINIMUM POLICY**
If any employee calls out under the 24 hour minimum, the disciplinary action is as follows:

* 1st Offense - Written warning
* 2nd Offense - Written warning
* 3rd Offense - Termination if 1st and 2nd warning are within 90 days

**PROBATION POLICY**

* 30 - 90 day probation period, depending on the severity of the action
* Termination will be enforced if the employee breaks any company policy while on probation

**EMERGENCY SITUATIONS**
In the event of a medical emergency or car accident, documentation can be sent to HR to review.

**NO CALL NO SHOW**
Being a No Call No Show will result in automatic termination under the assumption that you quit. No exceptions!