



## Call Out Policy

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!