

Time off and Late Policy

EXTENDED LEAVE POLICY:

- If time off is required, it is up to the employee to submit a request in writing as soon as they know time off is needed

See “Request for Paid Time Off” document attached

- If the employee is requesting 1 to 3 days of leave, employee must submit the leave time in writing 5 days prior to the date(s) needed off

Important Note: If time off is not submitted in this manor, requested leave time cannot be guaranteed and management reserves the right to deny the leave request

- If the employee is requesting a week or more of leave, employee must submit the leave time in writing 30 days prior to the date(s) needed off

Important Note: If time off is not submitted in this manor, requested leave time cannot be guaranteed and management reserves the right to deny the leave request

- All time off will be paid in accordance with the company PTO (paid time off) policy

Note: See PTO policy for specific details

EMERGENCY LEAVE PHONE POLICY:

- If an emergency should arise and the employee cannot come to work, it is the employee’s responsibility to speak with their supervisor *immediately* by 1st calling his cell phone _____ or if he cannot be reached on his cell, then call his home phone _____

Definition of *Immediately*: As soon as you know!! You must contact your supervisor before your start time and give as much notice as possible. This applies even if you just think you might be late **Important Note:** Do not leave a message at the shop!

- It is the employee’s responsibility to exhaust all efforts to speak with their supervisor and not just leave a message. Your supervisor will make every effort to be available to you

Important Note: Again, do not leave a message at the shop!

- If you are going to be late, the same “Emergency Phone Leave Policy” applies. If more time is needed (example: you said you will be in at 10 and you will be delayed longer) it is the employees responsibility to *immediately* (as soon as you know) call your supervisor again before you are expected back to work and inform him/her of your continued delay

Note: You are an important member of this team! Our customers are relying on you to be at work when you are expected to be. We cannot give the level of service they should expect when you are not here. This policy is in place to make sure we continue to maintain the highest level of service possible