

CALL OFF POLICY

The guidelines regarding call-offs are:

1. If staff cannot work their scheduled shift, they must notify their supervisor as far in advance as possible, but not later than four hours before his/her scheduled starting time.
2. Staff must find their own coverage for their shift using the staff contacts available on "When to Work." Exceptions to this rule are true emergencies like having to go to the hospital. In that case, contact your supervisor
3. Doctor's notes are required when taking off because of illness.
4. If you're unable to make the call personally (i.e. in the emergency room), a family member or a friend should contact the coordinator.