

ATTENDANCE POLICY

- You are required to work at least THREE SHIFTS PER WEEK.
- You must pick one weekend shift and one to two weekday shifts (M-Th) for a total of three shifts.
- You will be **fired for two unexcused absences and/or No-Call No-Shows.**
- If you must miss a shift, you must submit a RDO (Request for Day Off Form). All RDOs are automatically approved. **You must submit them the day before the shift you are missing.**
- If you miss a shift, you must make it up DURING THE CURRENT MONTH to be eligible for your attendance bonus (75 cents/hr.).
- Missed weekend shifts must be made up during the weekend, unless you already work all of those shifts on your schedule. Weekday shifts can be made up any day of the week. If you use an extra shift (Friday or Day shift) as a makeup, you must be here for at least 3 hours consecutively.
- **TARDINESS WILL NOT BE ACCEPTED.** You must be ready to begin calling at the start of the shift. Three tardies will result loss of your attendance bonus for that month and will count as an unexcused absence.
- If you are late (between 1 and 14 minutes), you will be paid starting at 6:15PM, because our system only allows us to pay in 15 minute increments.
- If you lose your attendance bonus (have 3 tardies in a month, a NCNS or an unexcused absence) at any point during a semester, you also lose your eligibility for tuition assistance. You will be put on attendance probation.
- You are NEVER to clock anyone but yourself IN or OUT!! This will result in immediate termination if undertaken for ANY REASON!!
- If there is a mistake on your time card, explain the situation to a supervisor and they will make a change and initial that the change is valid. NEVER make changes to your time card yourself!
- Special situations (car wrecks, illness, etc.) will be handled on a case-by-case basis. ***DOCUMENTATION will be required.*** Please notify the supervisors and Jake via the following email address: **Carolina callers@yahoo.com** if you have a special situation and you did not submit an RDO.
- If you have an outstanding attendance issue you must submit documentation by the **last day of the month** or talk to Jake to receive your attendance bonus. If you do not, this will result in a No Call No Show!
- FYI: Circumstances such as not studying for a test or not writing a paper are NOT special situations!

REQUEST FOR DAY OFF FORM

Carolina_callers@yahoo.com

Example Email:

Jaclyn Burke

RDO: 8/31/2008 A

Makeup: 8/24/08 B

- Must include first name and last name
- Must include date as follows — **02/09/2007**
- Must include makeup date like above
- Must include A or B for Sunday shifts
- Remember that makeup day must be within the same calendar month! Yes, you can make up in advance.
- **You will be responsible for verifying that your RDO has been approved by checking the RDO calendar.**

REQUEST FOR DAY OFF	
NAME	Amanda Marsh
REQUESTED DAY OFF	09/23/2008
MAKEUP DAY	09/25/2008

REQUEST FOR DAY OFF	
NAME	Amanda
REQUESTED DAY OFF	08/25/2008
MAKEUP DAY	09/15/2008

REQUEST FOR DAY OFF	
NAME	Amanda Marsh
REQUESTED DAY OFF	08/17/2008 A
MAKEUP DAY	08/24/2008 B

REQUEST FOR DAY OFF	
NAME	Amanda
REQUESTED DAY OFF	08/17/2008
MAKEUP DAY	08/24/2008

REQUEST FOR DAY OFF	
NAME	Amanda Marsh
REQUESTED DAY OFF	10/11/2008
MAKEUP DAY	10/19/2008 B

REQUEST FOR DAY OFF	
NAME	Amanda
REQUESTED DAY OFF	10/11/2008
MAKEUP DAY	I don't know yet!

REQUEST FOR DAY OFF	
NAME	
REQUESTED DAY OFF	
MAKEUP DAY	

REQUEST FOR DAY OFF	
NAME	
REQUESTED DAY OFF	
MAKEUP DAY	

REQUEST FOR DAY OFF	
NAME	
REQUESTED DAY OFF	
MAKEUP DAY	

REQUEST FOR DAY OFF	
NAME	
REQUESTED DAY OFF	
MAKEUP DAY	