



The employee will notify VDW and direct TL (TL buddy if direct TL is on leave) in the first instance at least 30 minutes before his/her scheduled Time In.

- Contact Numbers

VDW mobile/landline numbers	0921 719 8780; (082) 224 4993
Leo Angelo Lisondra	0918 694 9113

- Format

Name/Call-in for late or absent/Reason/Date or time expected to return or arrive