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## Playland Army Absentees

## OPTION 1: You need to call in sick today or you need to miss work today:

YOU MUST phone it in: - The PLA number is **01323 874100 ext.** \* **609** 

- 1) Call this number and log your absence on the voicemail.
- 2) You must leave a message at LEAST 1 hour before your start time.
- 3) You must include reasonable details regarding your reason for missing work.

If you are calling in sick/absent then I need to know what is wrong, your symptoms for example. Simply saying, "I can't come in I'm ill" is unacceptable. I know you're ill, that's why you're phoning in sick. I'd like to know what is wrong with you: stomach bug, migraine, broken leg, your dog's been rushed into the vets... Be honest. I understand but hate being lied to.

- ⇒ If you can, it's a huge help to everyone if you also inform a supervisor as soon as you have left the above phone message, even if it's 8.00 in the morning. We might know of someone willing and waiting for work that can come and cover your shift.
- Message the top most person who is working that day to let them know you're not coming in. Don't just message anyone; message the top most person who has a coloured box for that day. Love you as I do, it is of little help telling me if it's my day off!

name	day	reason for absence	voicemail	sup name

## OPTION 2: You've realised you've cocked up and you need to change the rota in advance:

- 1) Please ask Roger for permission first. And...
- 2) You have to do your bit and find your own cover. And...
- 3) You must let Roger know what is going on
  - Remember that manners and courtesy cost nowt; you are asking for a favour after all.
  - Always swap shifts around as far in advance as possible.
  - Don't message me at 11.30 at night saying "You've just remembered you have an exam in the morning". This is what I like to call a load of bollocks. The drunk spelling is also a dead give-away.
  - You have ticked the availability. I have done the rota. The ball is now back in your court to find cover.
  - Have you been successful? Who have you swapped with?

If you haven't managed to find cover, or you don't inform me, then you will unfortunately be marked as absent.

Day / Reason	Tap out	Tap in	_	Day / Reason	Tap out	Tap in
/				/		
/			-	/		
/			-	/		
/			-	/		
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