



CLINIC

The Internal Medicine Clinic

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December 2, 2021

IM CLINIC STAFF,

At the current pace in which we have been growing as The Internal Medicine Clinic, we are going to make a few changes to the process of submitting time off request and **emergency** call out procedures.

Effective December 2, 2020, you will be required to inform the Office Manager, Frankie Arighi, of any and all request for time off, including absences (half day and full day) and tardiness. This procedure will require you to **give a notice of ten business days** by filling out a formal Request for Time Off sheet (RTO). This RTO, once filled out and submitted to Frankie, will be reviewed for approval or denial. In the circumstance in which you may need off in an unforeseeable fashion, you will continue to fill out the sheet for review and have a verbal discussion with Frankie Arighi. Failure to follow this policy will result in a formal written disciplinary form or "write up".

In the case of an **emergency**, you will need to directly contact Frankie Arighi on her cell phone via phone call or text message, to inform her of the issue so she can better prepare for your absence.

This will help the office as a whole, operate in a more efficient manner along with organizing the schedule in accordance with our work load each and every day.

If you have any questions, please feel free to ask the Office Manager, Frankie Arighi.

Frankie's Cell Phone: 256-631-6434

Thank you,

Dr. Omer Iqbal