Policy for Calling in Sick

**To:** Students in LIS 3021 / Spring 2022

**CC:** Juan S. Muhamad

**From:** Alayna Ledford, Christian Caba, Eden Shappell, Amanda Gusto, Julia Deal, Carson Darrow

**Subject:** Policy and Procedures for Calling in Sick

**Date:** 02/03/2022

**Introduction**

This summarizes the procedure for accessing sick leave (both paid and unpaid). This procedure outlines the process of providing notice and follow-up information.

**Procedure**

The following are steps to take to complete the procedure.

1. Contact your team manager through email at least 15 minutes before your shift starts.

2. Inform supervisor of future availability/make a follow up call or email any updates

3. For paid sick leave, please provide a verifiable doctor's note from your sick day within 1 week.

**Summary**

If you have any further inquiries, contact managementat [**companyemail@gmail.com**](mailto:companyemail@gmail.com).

Policy for Arriving Late

**To:** Students in LIS 3021 / Spring 2022

**CC:** Juan S. Muhamad

**From:** Alayna Ledford, Christian Caba, Eden Shappell, Amanda Gusto, Julia Deal, Carson Darrow

**Subject:** Policy and Procedures for Arriving Late

**Date:** 02/03/2022

**Introduction**

To improve the general efficiency of the company, it was formerly customary to recommend that each department adopt the arriving late rules, which would then be applied to all employees.

**Procedure**

The following are steps to take to complete the procedure.

1. Call the department to let them know an hour ahead of time if you are running late.

2. If you do not let the department know ahead of time, disciplinary actions will be enforced

3. Depending on the situation, we will contact you later if necessary.

**Summary**

Please begin using this procedure in the future. If there are any problems or concerns, contact managementat [**companyemail@gmail.com**](mailto:companyemail@gmail.com).

Policy for Leaving Early

**To:** Students in LIS 3021 / Spring 2022

**CC:** Juan S. Muhamad

**From:** Alayna Ledford, Christian Caba, Eden Shappell, Amanda Gusto, Julia Deal, Carson Darrow

**Subject:** Policy and Procedures for Leaving early

**Date:** 02/03/2022

**Introduction**

This summarizes the procedures for leaving early to ensure the team stays informed and ready to work with the employees on the job.

**Procedure**

The following are steps to take to complete the procedure.

1. Contact the manager/supervisor to ask for permission at least 24 hours in advance.

2. Write a professional email which entails a detailed explanation for the time sheet records.

3. Ensure the manager/supervisor has received the email and noted it down for future reference.

**Summary**

Begin using this procedure next time you need to leave early. If there are any problems, contact management at [companyemail@gmail.com](mailto:companyemail@gmail.com).