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| TO: | Hari Kishore Chada |
| From: | duke reyes, Manager  Systems administration 2 Unit |
|  |  |
| Date: | 01/16/2019 |
|  |  |
| Subject: | hours of Work and Call in procedures |
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As a full-time staff, a regular workweek is forty (40) hours per week, Monday through Friday. Your regular work shift is eight (8) hours a day from 7:30 a.m. to 4:00 p.m. When a change to regular work shift is required, the change must be approved by your manager or supervisor in writing.

When requesting changes to the regular work shift hours or for time off, it must be in writing with 24 hours advance notification to your Manager or designated management backup. Requests must be approved in writing by the Manager or designated management backup prior to changes in work shift hours or time off.

When phoning in due to the illness of you or another, please call or text my mobile phone by the start or your work shift and leave a voice mail message indicating that you (or your family member) are ill.

When phoning in for an unexpected *absence or arriving late* to work that is not illness-related, please call or text my mobile phone by the start of your work shift and leave a voice mail message indicating the general nature of your situation.

If there is an *unexpected emergency* and you must leave early, please notify me face-to-face, indicating the general nature of your emergency.

If you are unable to locate me, please leave a voice mail message on my office phone and mobile phone indicating the general nature of your situation and when you are leaving.

**Duke Reyes**

Office Phone number: (916) 464-3279 Mobile Phone number: (916) 402-2001

When you arrive to work after an unplanned absence, please submit a follow up email to me so we have written documentation of our conversation regarding your absence(s).

**Signature indicates receipt of memo:**

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**Signature Date of receipt of memo**