



JACOB H. SCHIFF

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Date: September, 2024

Subject: Reporting Lateness or Absence Guidelines

Dear Team,

I trust this message finds you well and that you all enjoyed a rejuvenating summer break.

I would like to take this opportunity to kindly remind everyone about our attendance and punctuality guidelines, which is in place to maintain the smooth functioning of our organization.

Upon your arrival, please make your way to the main office, situated on the first floor, room 124, to sign in. If you happen to arrive late, particularly after 8:00 am, it is crucial that you immediately **CLOCK IN** and proceed to your designated work post. Should you have any inquiries or require clarification regarding this guidelines, do not hesitate to reach out to me.

Be mindful that you **SIGN YOUR CARD** at the commencement of each month.

In the unfortunate event of an absence or tardiness, it is mandatory that you promptly contact Ms. Abreu at (224) 813-4003, no later than 6:00 am on the day in question. Additionally, please ensure that you report your absence via Sub central, utilizing the provided or contacting the designated number (718)-935-6740.

- [SubCentral](#)
- [Information about The SubCentral System.](#)

We emphasize the importance of adhering to these policies to ensure the smooth operation of our team and to avoid any potential union-related concerns.

Thank you for your understanding and cooperation.

Warm regards,

Dulce Infante

Payroll Secretary

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JUSTICE, HONOR, SELF-DISCIPLINE

"Good, better, best. Never let it rest. Until your good is better and your better is best." -St. Jerome

Hilduara Abreu | Principal
Arelis Javier | Assistant Principal