

PROCEDURE NO. 4-10-49

ISSUED: 08-09-11

REVISED: 12-27-24

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SUBJECT: Call-In Procedure

PURPOSE: To carry out the mandate of the Office of Human Resource Policy No. 4.

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An employee must call in a minimum of two (2) hours before their shift in order for a Supervisor to consider assigning an excused absence. You must contact your supervisor and speak with the supervisor to seek approval for the absence. **You cannot leave a voice message or send a text message.** If you do not obtain authorization for the absence, this time off would be leave without pay and disciplinary action may occur.

Employees should make every effort to contact their immediate supervisor as soon as they are aware that they are going to need an unscheduled absence. If you are unable to reach your immediate supervisor, please follow the chain of command to reach the next supervisor in line. (Example: Home Coordinator, Program Manager, Director of respective program)

Woodhaven will make accommodations for employees with a hearing impairment. If you are unable to call in via TTY Relay Services or other method, please send a text to your supervisor and wait for a response and/or confirmation.

Approved by: _____

Date: _____

Human Resource Director