



# OHIO STATE CALLING

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## SPRING 09 ATTENDANCE POLICY

### Work Scheduling

All employees are required to work a minimum of three shifts per week. Each employee will select a permanent work schedule for the current academic quarter. Employees may choose between the following schedules:

- Monday, Wednesday and one weekend shift (Friday or Sunday)
- Tuesday, Thursday and one weekend shift (Friday or Sunday)

Exceptions may be granted by the Program Manager.

### Absences

If an employee is unable to work a scheduled shift, the first course of action should be to find a substitute or trade shifts with another employee. Employees will be provided with the phone numbers, email addresses and permanent schedules of other employees upon request. Trade forms must be filled out by the parties involved before the substitution date. If a substitution is made without a trade form, both parties must call 292-1545 to confirm the substitution for it to be considered valid. If an employee is unable to work a scheduled shift and cannot find a substitute, an employee can take a make-up day (see explanation below).

### Medical Excuse

Documenting of employee illness must be provided immediately following an absence for the absence to be excused. The employee is still required to notify management by phone at 292-1545 no less than one hour before the shift is scheduled to begin.

### Academic or University Conflict

A class conflict can be excused under the condition that a syllabus documenting the conflict is provided **before the scheduled work date** and is approved by the manager. Additionally, one University related voluntary activity may be excused if documentation is provided. These types of activities include exam review sessions, fraternity or sorority events, and club events. The Program Manager reserves the right to not excuse an absence due to academic conflict at his/her discretion.

### Make-up Days & Free Day

Two shifts per quarter can be rescheduled without documentation of a conflict (make-up days). The rescheduled work date must be made on a Friday or Saturday within two weeks of the original. It is the student's responsibility to notify management no less than one hour before the shift for this "make-up" day to be valid. Any excessive absences may also result in termination.

In addition to the 2 make-up days, students are allowed ONE "Free Day". A "Free Day" is an absence that does not require a make-up day or an excuse. It can be used at any time during the quarter except during finals week. You must notify the student supervisors that you will be using a "Free Day" at least 1 hour prior to the shift.

**For any absence, management must be notified no less than one hour before the shift is scheduled to begin.** Voice mail messages stating the employee's name and reason for absence should be left at 292-1545. Make-up days and unexcused absences should be reserved for emergency situations. ALL instances in which an employee fails to be present for a scheduled shift AND fails to call in to notify management will result in termination of employment.

### Leave of Absence

In extenuating circumstances in which employees are unable to work for an extended period of time, a leave of absence may be granted by the Program Manager.

### Tardiness

Shifts begin promptly 4:30 on Friday, 11 am on Saturday and at 12:30 pm and 5:30 pm on Sunday and 5:30 pm Monday through Thursday. If an employee clocks in after these times they will be recorded as being tardy for that shift. An employee that accumulates two records of tardiness without contacting management will receive a written warning. On the third such instance, employment will be terminated. Additionally, if an employee accumulates three records of tardiness where management was contacted will receive a written warning. On the fourth such instance, employment will be terminated.

### Voluntary Termination of Employment

An employee wishing to voluntarily terminate employment and remain eligible for rehire at a later time must provide a one-week notice of termination. Notice must be provided in writing to the Program Manager and forms are available for this purpose. Notice does not need to be provided if an employee chooses not to return following the completion of an academic quarter. Additionally, resignations must be submitted by the 6<sup>th</sup> week of the quarter. After the 6<sup>th</sup> week the student must work through the end of the quarter (exam week) to be eligible for rehire.