



TEAM MEMBER GUIDE

902 NO CALL NO SHOW

On the first day of an unscheduled absence, the Manager must attempt to contact the Team Member via telephone, text message and/or Email.

On the second consecutive day of an unscheduled absence, the Manager must attempt to contact the Team Member via telephone, text message and/or Email.

On the third consecutive day of an unscheduled absence, the Manager must provide the Human Resources department with all of the information pertaining to the Team Member's absence and subsequent job abandonment.