

# LOVE AT FIRST BITE



## Policies / Procedures / Processes

Team relevance	All employees
Policy definition	<b>Calling in sick</b>
Responsibility	Operations Manager
Date updated	3/9/2017
Policy	<p><b>Purpose</b></p> <p>At Love at First Bite Catering, you are part of a team. The purpose of this policy is to clarify how and with whom you should communicate should you be unable to attend work for an agreed shift. This will minimize the impact on your teammates and enable the company to deliver quality and dependable customer service to our customers.</p> <p><b>Scope</b></p> <p>This policy applies to all employees.</p> <p><b>Policy and Procedure</b></p> <p>It is imperative that you provide as much advance notice as possible to your supervisor if you are calling in sick.</p> <ol style="list-style-type: none"><li>1. If <b>calling between 6:00pm and 10:30am Mon-Fri</b> to advise your inability to work a shift, please call John at the office on 714-375-5566 or on his cell phone on 714-369-0561.</li><li>2. If <b>calling between 10:30am and 6:00pm Mon-Fri</b>, please call the Operations Manager (Vanessa) at the office on 714-375-5566.</li><li>3. If <b>calling on the weekend</b>, please call John at the office on 714-375-5566 or on his cell phone on 714-369-0561.</li><li>4. Please note, you must get verification that the message has been received.</li></ol>
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