



Absence & Tardy Policy

Excused Absence/tardiness	Unexcused Absence/Tardiness
Sickness with a Doctor's note or Leader's discretion.	Family Emergencies – without a Doctor's note or reasonable proof.
Accident or police report	Sick without a Doctor's note or reasonable proof.
Secured a cover for your entire shift that was <u>approved</u> by Leadership.	Tardiness with no call to the restaurant.
Family Emergencies – with a note or proof from school, doctor, etc.	Partial cover for your shift.
Tardiness of 5 mins or less will be excused if a call is made <u>to the restaurant</u> giving us a heads-up.	No call/No show - we assume you are terminating your position at Chick-fil-A.

An unexcused absence or tardiness will result in the following:

- First Strike: Loss of EE Meal for 1 month.
- Second Strike: Suspension or hours severely cut.
- Third Strike: Termination.

Please respect your coworkers.

There is no such thing as a CALL OUT! Find a cover for your shift.

Plan your life! Request the days off you need well in advance.

Change your availability before life happens – do not tell us while the schedule is being written or after it is posted.

The Facebook Team Member page is a great tool to communicate and find covers for shifts. You should also utilize hotschedules and text others to ask for covers.

Faced with an emergency? Then you must CALL the store or a leader on duty. A text, Facebook post, or email is not a proper way to inform us of an emergency.

Team Member Name (Printed): _____

Team Member Name (Signed): _____ Date: _____