

THE DOMINION FUND

ATTENDANCE POLICY

Attendance Policy

Once a caller has completed his or her sixth shift and passed evaluation he or she is considered to be off probation. Attendance is required and affects the success of the Dominion Dial Den. Absenteeism will not be taken lightly. All callers must contact the Assistant Director by NOON the day of any and all absences. Failure to contact will result in a “no call no show” and the caller will be terminated.

Unexcused Absences

Callers off probation will be allowed one unexcused absence per semester. The caller can use this absence for any reason and does not need to make it up. The caller must, however, inform the Dominion Dial Den by NOON the day of the absence. Failure to contact will result in a “no call no show” and the caller will be terminated.

1st Unexcused – “Freebie” – don’t have to make up

2nd Unexcused – No bonuses or raises – must make up

3rd Unexcused – grounds for termination

Excused Absences

All excused absences are at the discretion of the Program Director and must be made up during the same pay period or an unexcused absence will be recorded. If you need to be excused for an important event – such as an organizational meeting or family event – you must submit a request in writing to the Program Director at least three shifts in advance.

Please refer to your handbook for details regarding additional Policies and Procedures.