



Missing Work



Transition Passport / Daily Living / At Work



ALWAYS CALL AS SOON AS YOU KNOW YOU WILL NOT BE AT WORK.



It is OK to miss work if:

Kayta: 425-408-7857

Kelly: 425-408-7821

Rich: 425-408-7899



You are really sick.



You have a doctor's appointment. (Try to schedule when not working.)



You have a family emergency.



You have a family funeral.



You have planned vacation time.



You have a planned personal day.



It is NOT OK to miss work if:



You have a cold.



You would rather do something else.



You miss your ride. Do: (Call in - get there as soon as possible.)



You are tired.



Your alarm does not go off. Do: (Call in - get there as soon as possible.)