



Thunderbird Resort Club / North Lake Lodges & Villas / Tahoe Chaparral / Ridge Sierra

QM Resorts Call In Policy Reminder

The Company relies on its employees, so it is very important that you attend work as scheduled and report to work on time. Dependability, attendance, punctuality and a commitment to do the job right are essential at all times. You must notify your supervisor directly **via phone call** as far in advance as possible **before** your scheduled starting time if you expect to be late or absent. An employee who fails to contact their supervisor **before** their shift begins may be considered as having voluntarily resigned and may not be eligible for rehire. Texting, calling front desk, or notifying another employee of your absence will count as a no call no show. All employees are expected to call in for their shifts as soon as possible, but ideally at least two hours in advance of their scheduled shift start.

ONE "NO CALL NO SHOW" FOR A SCHEDULED SHIFT WILL RESULT IN TERMINATION. To the extent permitted by law, absenteeism and lateness lessen your chances for advancement and may result in discipline up to and including termination of employment.

I have a copy of, have read, understand and I agree to abide by the above Call In Policy

Employee Name (Print)

Employee Signature

Date