

How Do I Call In Sick/Late?

- NOTE: These are the procedures for an immediate tardiness/absence due to sickness or an emergency. If you are needing to miss work for personal reasons that are known in advance and NOT an emergency, you will need to follow the procedure for a [request for leave](#)
- If you are going to be absent from work due to illness/emergency, you must personally notify your supervisor as soon as possible. You may only communicate this with your supervisor via text if your supervisor has previously approved of this communication
- Calling in to the E Light Electric General Mail Box is not an acceptable form of notice of absence or tardy.
- When informing your supervisor of your absence/tardy you must also inform them of your anticipated time of return/arrival.
- If the situation requires you to be away longer than anticipated, you must stay in touch with your supervisor throughout your time away on when your anticipated return/arrival will be.
- The management of E Light Electric may request a doctor's certification or other documentation of an absence. All documentation provided may be subject to verification.
- In some cases, a doctors certification regarding ability to return to work may be required prior to returning to work.
- Chronic or excessive tardiness or absences will not be tolerated.