



Attendance and Earned Sick Time Notice Policy

Call-In Requirement

If you are unable to report for a scheduled shift, you must notify the restaurant by phone:

- At least two (2) hours before your scheduled start time, or
- For breakfast shifts, the night before the scheduled shift.

Notification must be made using the method designated by management (phone call). Messages left with coworkers does not meet this requirement.

Use of Earned Sick Time

Employees may use earned sick time for qualifying reasons under Michigan law, up to 72 hours per benefit year, provided that:

1. The employee has earned and has available sick time, and
2. The employee complies with the company's usual and customary notice procedures, unless notice is not practicable due to an emergency.

Failure to follow required call-in procedures may result in denial of paid sick time for the absence, even if the absence would otherwise qualify.

Unforeseeable Illness or Emergency

If the need for sick time is unforeseeable, the employee must notify management department as soon as practicable. Management may request an explanation of why advance notice could not be provided.

Documentation

The company may request reasonable documentation for sick leave usage when permitted by law, including for extended (3+ days) or repeated absences.

No-Call / No-Show

Failure to report to work or provide required notice may be considered a no-call/no-show and may result in:

- Denial of paid sick time for the missed shift, and
- Disciplinary action, up to and including termination.

Important reminders:

Submitting a sick time request in ProLiant does not replace the required call-in notice to the manager on duty. Failure to follow call-in procedures may result in denial of paid sick time.

This policy will be applied consistently and in compliance with Michigan law.