

Important Scheduling Policy Update

Effective immediately, all days off must be requested **at least 7 days in advance**.

- For true emergencies, you must **call HR directly for approval**.
- If you fail to show up for a scheduled shift, or if you notify us **the day before** that you cannot work, you will be moved to the **bottom of the scheduling list**.
- Doing this **twice**, or failing to call in **twice**, will result in **immediate termination**.

We rely on every team member to maintain consistent attendance so that we can operate safely and effectively. Your cooperation and professionalism are appreciated.

— **HR Department**