It is important when you are not able to be at work that you inform ALL the people that you affect by way of email or telephone call. This will at least include your direct manager and all department managers and may include anyone with email that will benefit from knowing you are not available that day. If you are sick or needing to be away and hold a key position, please find a replacement so that your area is always functioning.

In addition, if you are leaving the yard for a partial day, it is necessary to send an email that notifies everyone that you will not be on site for a stated amount of time. Again, if you are in a key position, never leave it unattended during working hours. It is ALSO important to send an email upon your return.

**All leaving the yard emails must be sent to:**

[**LeavingtheYard@brtgroup.com**](mailto:LeavingtheYard@brtgroup.com)

**Personal Appointments**

For all personal appointments you must notify 24 hours in advance to ``Leaving the Yard`` ([LeavingtheYard@brtgroup.com](mailto:LeavingtheYard@brtgroup.com)).

This will ensure enough time to cover the absence in your area.

**Excused Absences**

At times, employees will want time off to meet certain personal appointments during scheduled working hours. This could apply to such circumstances as doctor/dentist appointments, lawyers’ meetings etc. These absences will be permitted, however, employees are expected to make this time up after hours or on the weekends. Another option is to use this time towards vacation time.

Two days off with pay will be granted for funerals of immediate family members (spouse, mother, father, child, sibling). One day off with pay will be granted for funerals or other family members (grandparents, uncles, aunts and, in-laws).

All other time off is considered personal time off. The lost time is to be made up by the employee at a time to be negotiated with his/her immediate supervisor or manager. Another option is to use thus time towards vacation time.

The employee must request an excused absence (without pay) by preparing a copy memo at least 24 hours in advance to their manager. This will permit the manager to plan coverage for the absent employee.

Continued Page 2

Signed:

Name (print) Title Signature Date

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