

# Call Out Policy Template

## Call Out Policy For [Team] at [Company]

**Purpose:** This policy outlines the procedure for reporting unscheduled absences to maintain employee accountability and ensure smooth business operations.

### Guidelines:

- Employees must inform their direct supervisor or manager [minimum time] before their shift begins.
- Absences should be reported through the following communication channels: [specific channel or group in a tool or platform]. In emergencies, employees may use alternative reporting methods.
- Employees must provide the reason for their absence and the expected duration.
- For certain types of absences, employees may need to provide documentation for verification.
- Failure to adhere to this policy will lead to the following consequences:
  - **First Violation:** A written warning is issued, and the absence is considered unpaid leave.
  - **Second Violation:** The employee will be suspended without pay for [X amount of time].
  - **Third Violation:** Employment may be terminated.
- Employees may be exempt from Guideline #5 if deemed unfit to work by medical professionals, provided they submit the necessary documentation.

### Acknowledgement:

[Signature]

I, [Employee Name], confirm that I have read, understood, and agree to the terms of this policy as of [Date].