

Sick Callout Policy

1 Log in to HotSchedules

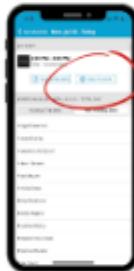
1 Click on the shift that you want to release



2 Press "release this shift"



2 Contact 8 people NOT working your shift and ask them to cover



Switch to the "NOT working shift" tab to view the list of people you can contact.

*Be sure to contact people with your job code (FOH or BOH)

3 Call the store, fill out the Google Form on Northgate Team Hub.

4 You will receive another form in your email to fill out. Look out for any additional steps emailed to you.