

# Sick Callout Policy

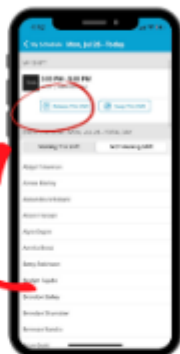
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**1** Log in to HotSchedules

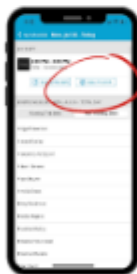
**1** Click on the shift that you want to release



**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.