



# What To Do if You Can't Come to Work

## Advance Notice - out or late

- Write on calendar in hallway (leave space for others)
- Tell Nicole that you have made a request on the calendar
- Nicole will inform you if your request can not be accommodated

## No Advance Notice - out or late

- Text both Nicole (202-344-6216) & Ami (202-246-0513) as soon as you know you will be out or late.
- Please use text - not phone call or email.
- Please start your text with "This is Linda." (But use your own name.)
- Please make it a short text with one-sentence for context.
- If you will be late, add "in by 10:15" or whatever time is your best estimate.
- Examples:

To: Nicole Page, Ami Bawa

This is Linda.  
I'll be out today. Stomach trouble & fever.

To: Nicole Page, Ami Bawa

This is Linda.  
I'll be late today. Flat tire.  
In by 10:30.