



No-Call-No-Show Company Policy

A “**No-Call-No-Show**” is any time you are absent from your scheduled shift and fail to notify your supervisors that you won’t be at work **OR** that you are leaving work.

This is not the type of behavior that is typical of or acceptable at Northwinds of Wyoming, Inc. This is clearly an act of “Misconduct.”

Therefore, our policy without exception is:

No-Call-No-Show is a Voluntary Termination

There are not acceptable excuses for “**No-Call-No-Show.**”

It is your responsibility to obtain your Supervisor’s contact information. If you are going to be absent, you are required to contact your Supervisor, **before your scheduled shift**. Even if you know about your absence in advance, you should leave a message about your absence. If you cannot contact your supervisor you are to contact your office or the corporate office:

Corporate Office

Douglas, WY 82633
(307) 358-6550

North Dakota Office

Watford City, ND 58854
(701) 842-2428

Calling to notify your supervisor of an absence or lateness more than 45 minutes after your scheduled start-time is still a **No-Call-No-Show** and certainly an act of “misconduct” as well.

For your records, record the time and date of your call and be sure to **Communicate Clearly**. If we are unable to interpret your message, as is sometimes the case, you will be considered a **No-Call-No-Show**.