

BAXTER

Employee Absence Procedure – Field Employees

Request for Time Off

Written requests for time off should be completed for all paid and unpaid time off. No requests for time off should be given verbally unless they are unplanned/unexpected/or unanticipated

- Employees are required to submit a written request for PTO to the project manager two (2) weeks prior to the date they wish their PTO to begin.
- Completed by employee and submitted to Linda for approval
 - Signed form given to Office Manager (Linda)
 - Signed form approved by PM/PX for approval
 - PTO Request forms may be obtained from the front reception desk

Unscheduled Call Out

- If you are unable to report for work for any reason, notify your supervisor as early as possible, but at least thirty (30) minutes before your regular starting time, except in cases of extreme emergency
- You are responsible for speaking directly with your supervisor or the Human Resources Department about your absence
 - Contact the office manager at least 30 minutes before scheduled shift by calling 845-471-1047 or emailing lgordineer@baxterbuilt.com