

D.A.K. NO CALL/ NO SHOW POLICY

A **No Call/No Show** is the failure to show up for a scheduled work assignment or shift without providing D.A.K. with sufficient prior notice. This type of absence is a violation of D.A.K.'s No Call/No Show Policy as set forth below:

1. Individuals must notify Management or the office **at least 72 hours prior** to the beginning of the shift or work assignment if an individual cannot show up for a scheduled shift or work assignment that the he/she has agreed to work. Otherwise, the absence will be deemed a No Call/No Show.

2. If an individual commits a No Call/No Show, the individual will be required to pay a **\$20 administrative fee** before being eligible to be scheduled for any further work assignments or events. If an individual commits two (2) No Call/No Shows within the same work week (Monday-Sunday), the individual will be required to pay a **\$30 administrative fee** before being eligible to be scheduled for any further work assignments or events. Please see Consent for the deduction of No Call/No Show administrative fee(s) from your paycheck, Ex. A. NOTE: Paycheck deductions shall not result in compensation at less than minimum wage for hours worked per week, or in the interference with any pre-existing legal garnishments.

3. In addition to administrative fee(s), an individual may risk not being scheduled for the remainder of that particular work assignment or event, or placed at the bottom of the call list for upcoming assignments or events, at Management's discretion.

4. If an individual notifies Management or the office of that he/she cannot show up for a work assignment or shift **less than 24 hours prior** to the beginning of the shift or work assignment, in addition to the above administrative fee(s), the individual may be given a one week Suspension or be placed at the bottom of the call list for upcoming events, at Management's discretion.

5. If an individual commits a No Call/No Show due to a medical or family emergency, that individual must submit a Hospital or Doctor's note in the case of a medical emergency, or other supporting documentation in the case of a family emergency, to Management or the office demonstrating the unexpected and urgent nature of the medical or family situation, along with a signed Consent for D.A.K. to contact the Hospital, Doctor, or other source to verify the accuracy and authenticity of such note or documents. Upon verification, D.A.K. may consider the No Call/No Show to be an excused absence. Individuals are permitted two (2) such excused absences per year.

I _____ have read, understand and acknowledge the No call/No Show Policy of D.A.K., and hereby agree to its terms.

Individual Signature: _____

Date: _____

D.A.K. Staff Witness: _____

Date: _____