

## **Procedure for Calling in Sick**

Call and speak with your Director or Supervisor before your scheduled start time. If you must leave a voicemail, also call Human Resources and inform them of your absence.

If you need to call before your Director or Supervisor is in and before the switchboard is open, call (847) 993.4452. Push 1 (touch tone only) when the greeting starts and you will be able to bypass the sick line greeting and leave a message. Also, leave a message for your Director or Supervisor.

If you do leave a message on the sick line, please do not hold your nose, speak through a pillow, mumble, cough, sneeze or sign excessively as we will play the recording at the next MDRT Staff Meeting. 😊