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Policy brief & purpose Our employee participation policy sets out our expectations for our employees to come to work. Punctuality when you come to work helps you maintain productivity in our workplace. Scope This company participation policy applies to all non-employee employees, regardless of position or type of employment. Policy elements Most employees must work with their colleagues to do their job. To facilitate this collaboration, we expect you to be punctual and follow the schedule you and your manager have agreed on. If you are absent or late from time to time, you should have a good reason. Being consistently late or absent can cause problems for your colleagues who may have to shoulder your work. This behavior can lead to a bad attendance record and you may need to go through progressive discipline. What is absenteeism and late? Absenteeism refers to the frequent absence from the employee's duties. This includes not coming to work frequently or taking excessive sick leave without being able to submit medical notes. Presenteeism refers to being present at work off schedule, even if you don't require overtime. This can result in overwork and affect productivity and job satisfaction. We want to make sure you keep your schedule both on arrival and away. Late ment refers to being late, taking longer breaks than you are entitled to, and constantly leaving work for no reason. We probably won't mind if you're a little late one morning or leave a little earlier on Friday. However, we want to make sure that you usually follow your schedule and do not cause disruption to our workplace. You are responsible for monitoring working hours through our [timing/software system.] Please record your hours with care so you can receive the payment you owe. Unforeseen absences If you can't come to work one day, notify the manager as soon as possible. If the manager is in a different time zone, contact hr. Then you should pull out of the remaining YOM or sick leave to cover this absence. Save this in our [hr software] as soon as possible. An unjustified or undeclared absence for more than three days shall be deemed to be a resignation. If you need to leave work early, please let your supervisor know. We will understand if you have good reasons to be absent, even if you do not report it. These causes are usually associated with serious accidents and family emergencies or emergencies We may ask you to bring us medical notes or other verification. In such cases, we will record your absence as justified. The following list, though not exhaustive, contains reasons why we do not consider an excused absence: Waking up late. Stopping on the way to work for personal reasons. Delays in traffic or public transport excluding the situation lead to road closures. Bad weather, excluding extreme weather conditions such as blizzards, hurricanes and floods. Holidays that have not been approved. Good attendance Employees who have fewer than [three incidents] absenteeism or late during the year will receive an additional paid day off for next year. You have a good attendance record when: Report consistently to work. Come to work with the scheduled start time change. Leave work at the scheduled end time of the shift (except when paid overtime work is required). Staying at work during working hours (excluding breaks). Take breaks that do not exceed the expected length. Notify your manager when you need to be absent or late. Be absent or late just for good reasons. Manager responsibility If you manage employees, you are responsible for monitoring their presence. If you notice that a team member is constantly late or absent, hold a private meeting to discuss. Ask a team member if they're having scheduling issues or need help balancing their personal lives with work. Flexible working hours, work from home, or time management training options can be the solution. If you notice a possible mental health problem that causes absenteeism or being late, ask a team member to contact our [mental health professional] and discuss what you can do to help them. If you suspect that a team member is abusing sick leave or is intentionally late, you should inform HR and start a progressive discipline process. Disciplinary action If your manager suspects you are abusing sick leave, you may need to file medical notes to avoid our progressive discipline process. If you are inadvertently late, corrective advice will be our first attempt to resolve. We may take disciplinary action that extends to the termination of the contract inclusive if: Corrective advice does not work. It turns out that you are intentionally late. Your late or absenteeism affects your work. Unjustified and undeclared absences are not counted as hours worked, so we will not compensate them. It may not take into account all applicable local, state or federal laws and is not a legal document. Neither the author nor Workable assumes any legal liability that may result from the use of this policy. Read more At this point you've probably already met your candidate and communicated via email more than once. When you write a second e-mail with interview, this is usually a less formal tone. But, like all recruitment emails, make sure that the style you choose is consistent with the company culture and position you're recruiting for. Your message should prepare the candidate for the interview. Don't forget to make it clear that you are sending a second interview invitation in Theme. Briefly explain the purpose of the second interview (e.g. reviewing a job, completing a test or meeting with the CEO/hiring manager) and approximately how long the interview will take. Remind your candidates if they need to take something with them (e.g. Is the second round your last interview? More options can be found in the answers to questions about interviews in the last round. Want to save time on the interview process? Sign up for our 15-day free trial of end-to-end Recruitment Software Workable and start hiring better people faster. Invitation to the second email template interview Subject: Invitation to a second interview in [Company_name] Invitation to a second interview with [Company_name] for the post [Job_title] Hi [Candidate_Name]/ Dear [Candidate_Name], Thank you for taking the time to talk to us about the [Job_role] post. We were happy to meet you and would like to invite you to a second interview in our office. The interview will be with [Interviewer_name and Interviewer_position] and will last about [X] minutes. [where applicable: what is the purpose of the interview, e.g. Are you available on [date and time/date/time range]? Please let me know if another date or time will work best for you. We look forward to meeting you again. Happy Birthday/Nice greetings, [Your name] [Signature] When writing this email, it's best to make sure that your topic clearly communicates that you are sending an invitation to a video call. Otherwise, candidates may not open the message. If you're communicating with a candidate for the first time after you've applied to work for your company, mention the position you're talking to and briefly explain that this video call is part of the recruitment process. If you have already informed the candidate about the video call, you can coordinate via email to determine the details. Set a date and time, tell them about the estimated duration of the interview, and explain how you'll call them (for example, exchange Skype accounts or provide follow-up link to sign in to the interview). To avoid confusion when scheduling video calls, be sure to indicate the correct time zones if you and your candidates are in different locations. You can customize this video interview email template to get a more casual or formal tone, depending on your business culture. If you're making phone calls to candidates, check out our phone call email template and questions about phone screening. You can confirm an interview using our interview confirmation template Want to save time on the interview process? Sign up for our 15-day free trial of end-to-end Recruitment Software Workable and start hiring better people faster. Video interview Email Template Email Subject Line: Video Call Invitation - [Company_name] Video Interview with [Company_name] for [Job_title] Item Hi [Candidate_Name]/Dear [Candidate_Name], Thank you for submitting your request to [Company_name]. My name is [Your_Name] and I am [recruiter/hiring manager] in [Company_name.] I would like to make an appointment with you for a video call to discuss your application for the role [Job_title]. I would like to tell you more about [Company_name] and get to know you a little better. Have you been available for a short initial video call [provide a specific time frame – for example, early next week?] Please note that [in order to conduct this video call, I will need your Skype/Hangouts account details before the interview date/when we agree on the date and time of the interview, I will send you a link so that you can join the call from your computer.] We look forward to hearing from you, Happy Birthday/Nice respect, [Your name] [Signature] More resources: Planning an email interview mostly, our 50th birthday at Indianapolis Raceway Park will be remembered in the hellish heat. Jesus, you'd think someone might warn us that it was hot in Indiana at the end of July. But he will also be remembered for an action that was continuous and intense and greatly added to the hellish heat. In one corner of the IRP was a huge autocross, equipped with 1,000 driving fighters provided by the car manufacturer, starting with the Mini Coopers dodge Vipers. There was a racing bracket on the drag bar, at one point a pit 1982 Cadillac Coupe de Ville with a NASCAR engine against a 1957 BMW Isetta 300 small enough to serve as Caddy's dinghy. Then there were the small concours that ran the quaint gamut from the 100-point '63 Corvette split-window coupe to the 1997 Suzuki Tracker with tape on the pinstripes. There were speeches four or five, all mercifully short plus a rock-n'roll band, a Cannonball Run movie, and a Q-and-As withering editors: Reader: Mr. Yates, how much did you do on this Cannonball thingamabobby? Yates: Who let this guy in? Reader: Mr. Bedard, who is the most famous Plymouth Hemi model ever? Bedard: I was told there would be no math. And there were readers getting rides around the IRP oval in the Porsche Carrera GT and McLaren F1 GTR and Mercedes SLR McLaren. In fact, the SLR was supposed to be a stationary display, but when the organizer innocently asked who was nearby to carry things, tech editor Aaron Robinson replied, Oh, I think I can give him a shot. His first victim of the ride was reader Steve Cage, who owns not only the Shelby GT350 Eleanor film car, but also 60 other refurbished muscle cars. Chicken, we went fast, recalls the naive Cage. Then Aaron missed a corner and we were in the grass. I didn't expect it. Was it Drive? (Check out these pages to see if Mercedes gives us more research research Pink's episode was recorded on the bar, pit an old Mustang against the old Camaro, none of which was led by Rupert from Survivor, which appeared for unclear reasons. Then editor-in-chief Steve Spence—who was chosen most likely to crash into the time cab during his autocross efforts instead of outdiong 45 or so participants until, as he put it, fully figured out and aggressive women beat me tremendously with a 31.4-second time that inspired smiling TV guys to rush in hopes of recording my shame. How do you feel that you are beaten by a girl? the cameraman from the crew asked him. I assure you, Spence said, it wasn't a girl. Philip Heacock, 39, of Louisville, Kentucky, ran only two laps (in the Mustang GT) and two laps on Sunday (in the Honda S2000) but won the autocross in the overall standings. He autocrosses only once a year. There's a lesson. Call if you know what it is. On Saturday we were on the track for 16 hours. If you missed the party, we plan to repeat the performance in 2055. Spence says it's not coming unless the autocross woman stays at home. Bracket Racing 1 winners. Angelo Taylor Kokomo, Indiana 2. Peter Schwarzbach Chicago, Illinois3. Roy Rapp IV Martinsville, Indiana Autocross 1. Philip Heacock Louisville, Kentucky 2. Roger Ice Indianapolis, Indiana3. Geoffrey Chambers Fishers, Indiana Five-Decade Concours Best of Show 1963 Chevrolet Corvette Roger Crawford Brownsburg, Indiana This content is created and maintained by a third party and imported to this site to help users provide their email addresses. For more information about this and similar content, see piano.io piano.io

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