MONMOUTH UNIVERSITY
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATIVE SERVICES

Memorandum

TO: Patrol Officers and Supervisory Officers

FROM: Patricia Swannack
Vice President for Administrative Services

DATE: April 3, 2007

RE: **Change in Call-out Procedure**

In an effort to alleviate hourly employees concerns when they are absent from work, we have implemented a new call-out procedure.

Effective Thursday, April 5, 2007, the phone number to call when reporting an unscheduled absence will be **732-263-5910**. You will be calling an automated, voice-activated system that will ask you a series of questions. Listed below are the questions you will be asked. Respond to each question after it is asked.

1. Your Name
2. Your Employee ID Number
3. The type of day you will be using (Personal-Sick, Family-Sick, Personal, Vacation or Bereavement)
4. The amount of time you will be using (Whole Day or Half Day)
5. [If you are using a Half Day] Which part of your shift you will be absent (First Half or Second Half)
6. Reason for your Absence
7. The phone number you can be reached at

You must also call the Dispatch Desk to report your absence. You must call out each day you are absent. If you are taking approved, scheduled time off, you do not have to call out.

You will be given a confirmation number. In addition, a receipt will be sent to your e-mail account, as well as to the Chief and time and attendance coordinator. You do not have to complete any forms in addition to calling out, except for the Absence Due to Illness or Injury Form.

Thank you for your anticipated cooperation. If you have any questions, please contact Diane Fitzgerald, assistant to the Chief of police, at 732-571-3472 x 2145 or via e-mail at fitzge@monmouth.edu.

Cc: W. McElrath