

CAMO Call-Out Procedure

CALL-OUT LINE: 1- 800-273-1386

To streamline and centralize monitoring of Team Ivyhill member call-outs, Team Ivyhill management has instituted a single point of contact for reporting absences to the PA and APA.

Employees are responsible for notifying their supervisor directly, AND the PA/APA by way of the Call-Out Line, at the beginning of each day of their absence, unless a physician statement with an anticipated date of return is on file with Human Resources. Should the employee fail to contact both their supervisor, AND the PA/APA via the Call-Out Line, all hours absent shall be charged as unauthorized leave without pay and disciplinary action may result.

When calling-out, the employee shall provide the following:

- Name
- Employer (Ivyhill or ZAI)
- Reason for absence
- Date expected to return to work
- A valid call back number

The Call-Out Line is for notification purposes only. Only the PA or APA may grant approval to pay for an absence, regardless of the type of leave.

The telephone number for all Team Ivyhill members to provide notification of a delayed arrival, call-out, or any other absence which has not been pre-approved is: **1- 800-273-1386**.

Thank you!