



CALL IN PROCEDURES

In the event you are **unable to attend work** or **will arrive late** to work for any reason, you are required to call the Clifton Park Site between 7:00 a.m. and 7:30 a.m.

518-899-9235, choose option 3 for Human Resources

Please report all absences or late arrivals directly to (must speak with) Leilani Smith, Human Resources Clerk.

If Leilani is not available, please follow the order below and speak directly with one of the following:

- 1. Lily Wang, Human Resources Manager**
- 2. Melissa Reed, Education Director**
- 3. Cindy Boisclair, Associate Executive Director.**

Voicemails and emails are not an acceptable form of notification.

In the event you are absent due to illness for three or more consecutive scheduled workdays, you will be required to provide the school with a doctor's statement indicating the dates the employee will be out of work.

If you are calling out the day before or after a Holiday or Recess, you will be required to provide the school with a doctor's statement indicating the dates the employee will be out of work.

Please also submit the leave request in Paycom for the time you are calling out for.

You are also required to contact your classroom teacher or department head regarding your absence or late arrival.

Department Head or Special Education Teacher after hours' phone number
