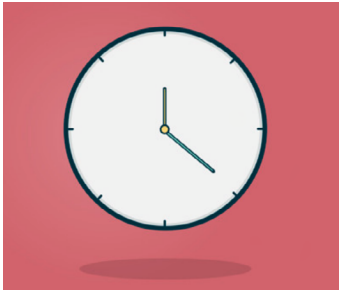


How to Use the Attendance Line

1. Call Ahead

Situations can arise on short notice, but be sure to call as soon as you know you can't make it to work.



2. Dial the Attendance Number

Dial the following number to reach the attendance voicemail: (630) 526-8319



3. Wait to Leave a Voicemail

Your call will be directed to voicemail. Wait until you hear the beep to begin recording.



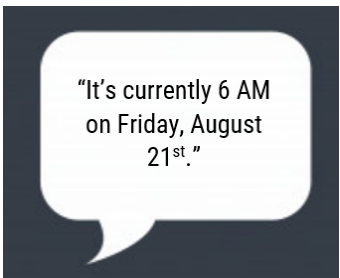
4. Leave Your Name

Start your voicemail with your first and last name so we know who's calling.



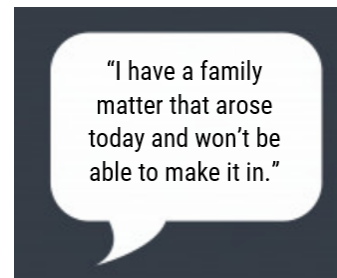
5. Leave the Date and Time

Say the date and time of your call.



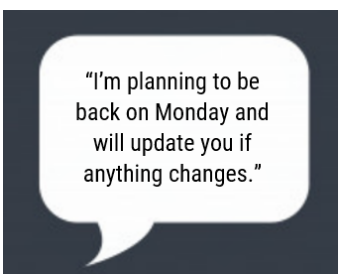
6. Leave the Reason for Your Absence

Provide details about your absence.



7. Let Us Know When You'll Be Back

Plans can change, but if you have an idea of when you might be back, let us know.



8. You're All Set!

Leaving a voicemail with the attendance line means you've officially called out for the day.

