

# YJ02 ATTENDANCE POLICY

Reliability, consistency, and timeliness are crucial for success during your YJ02 summer internship. With this in mind, we ask interns to uphold the following attendance policy.

*As with all Right Track policies, we expect you to also always follow whatever attendance policies are put in place by your employer.*

1. Attend your internship every day you are assigned to be there.
2. Attend every training session. These sessions are paid for by the employer and are a required component of the program. If you miss training, you will not be paid for those hours. Unexcused absences may result in the termination of your Right Track internship.
3. If you are running late, call before you are late to inform your supervisor (for work) or job coach (for training); if they don't pick up, leave a message.
4. In the case of a last-minute illness or a family emergency: call as soon as possible to inform your supervisor (for work) or job coach (for training).
5. If you need to request time off:
  - a. Talk to your supervisor and request time off.
  - b. If your supervisor agrees, notify your job coach via email. Include the date(s) and time(s).
  - c. Add your "Out of Office" information to your work calendar, if your workplace has assigned you an email address/calendar.
6. If you have multiple absences and your supervisor expresses concern, Right Track staff will become involved. Missing 3 or more days of work with insufficient notification can result in the termination of your internship by Right Track or your employer.