

Calling in Sick:**L3**

You wake up and are supposed to go to work in 1 hour. You are sweaty and your head hurts bad.

What should you do?

Calling in Due to Emergency:**L3**

While driving to work, your car has a flat tire.

What should you do?

Calling in Due to Emergency:**L3**

Before leaving for work, you notice that your dog is on the floor and will not respond to his name.

What should you do?

Calling in Due to Emergency:**L3**

You are trying to get your DVR to record your absolute favorite show, but it is not working. It is time for you to leave for work.

What should you do?

Requesting Time Off:**L3**

One of your close family members is having a wedding in 12 weeks and you have been invited! The wedding is on the weekend and you are scheduled to work, but you really want to go to the wedding.

What should you do?

Requesting Time Off:**L3**

A friend tells you about a movie premiere happening in 4 weeks. He is going to the midnight showing and wants you to join him. You are excited about the movie, but you have to work the morning after the premiere. If you go to the movie, you know you will be very tired and not able to go to work the next day.

What should you do?

Requesting Time Off:**L3**

A friend calls to invite you to dinner tonight at 6pm, but you are scheduled to work from 2pm until 9pm.

What should you do?

Requesting Time Off:**L3**

You are planning to visit friends out of town in 1 month, but you are scheduled to work that week.

Who should you contact and what should you say?