

# Absenteeism and Tardiness

Drees Company's success is dependent upon providing quality service to our customers as well as meeting and exceeding established goals. Absences and tardiness by employees is disruptive, expensive and can place an unfair burden on the company as well as other employees. Therefore, regular and prompt attendance of all employees is crucial.

If you are unable to work your scheduled work hours, you need to call in one-half hour before the start of your scheduled shift.

## **Mechanical Division**

|                |               |      |
|----------------|---------------|------|
| (712) 792-2868 | Extension 113 | Matt |
|                | Extension 125 | Amy  |

## **Service Division**

|                |               |      |
|----------------|---------------|------|
| (712) 792-2868 | Extension 110 | Gina |
|----------------|---------------|------|

## **Electrical Division**

|                |               |        |
|----------------|---------------|--------|
| (712) 792-2868 | Extension 111 | Jeremy |
|                | Extension 114 | Jill   |