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**How to call in sick**

* Make sure to call in as soon as possible so that your supervisor can plan their day. If it’s after 8 PM the night before you work, send an email that night and follow up with a phone call in the morning.
* If you decide to share why you are sick, make sure to keep it brief. Know that if you have a pattern of missing work because you’re sick, you may be asked to provide a doctor’s note.
* Make the call to your supervisor by yourself. Do not make a parent, significant other or child do the call for you unless you are seriously hospitalized.

**How to call in late**

* Make sure to call in as soon as you know you’re going to be late.
* Make sure you take responsibility for your lateness, but don’t dwell on it.
* Don’t be late. It will damage your credibility if it seems like a habit.

Make sure to communicate with your supervisor on how they prefer to communicate sick/late days.