

Attendance on the Job

For each of the case studies listed below assess if the student went about things the right way.

Case 1

Mary starts work at 1 pm. She was sick all night with a cold and a fever. She calls her employer at 8 am and Rob, her co-worker answers the phone:

Mary: "May I speak to Mrs. Jones? This is Mary."

Rob: "Mrs. Jones isn't here yet. She'll be in at 8:30"

Mary: "That's all right. Tell her I was sick all night with a cold and fever. I can't come in today."

Explanation:

Case 2

Eva is due at work at 9am. Eva normally gets a ride from her mom but slept in today and her mother just could not wait for her. Eva calls her boss at 8:50 am

Eva: "May I speak to Mr. Morales?"

Employer: "This is Mr. Morales"

Eva: "I'm sorry Mr. Morales. I can't come to work today. My mother had to go to work early and I have no way of getting there."

Employer: "What do you mean, you have no way of getting here? It's a beautiful day out. I had things planned for you to learn today. I would like you here."

Eva: "I'm awfully sorry. I don't want to stay home. Usually my mom drops me off. Today is the only day she has go in early"

Explanation:

Case 3

Jen begins work at 11 am. There are things going on at the school and she is having fun and does not want to go to work. Jen calls in at 10 am and Mr. Ying answers the phone:

Jen: "Mr. Ying, this is Jen. There is an assembly at school today and I hardly ever get to see them. Is it okay if I don't go to work today?"

Employer: "You know it's Friday. We are going to have a busy day, Jen".

Jen: "Well I'm always there. I worked last night. I'll work tomorrow if you want me".

Employer: "But I need you today".

Jen: "Yes, but this is special".

Explanation:

Case 4

Friday is a PD day and there is no school but Eric's co-op placement is super busy this time of year. Eric know's that being at his placement is not mandatory on Friday but he offers up his services anyway.

Eric: "Hey Mr. Nevar, Friday is a PD day. There is no school but I would like to come in and help Andy put the finishing touches on that unit"

Mr. Nevar: "Ya, the morning co-op student already informed me that he wont be in on Friday. That would be great if you could come in to give Andy a hand. I'm sure he will appreciate it."

Eric: "Cool. If you are ever in need of some extra help around the shop don't hesitate to ask me"

Explanation:

Case 5

Ricky is expected at work by 8am but doesn't show up and doesn't call his employer. The next day he goes into work like nothing has happened.

Employer: "What happened to you yesterday?"

Ricky: "Ah, I stayed over at a friends in Wainfleet and didn't have a ride in."

Employer: "Well a phone call would have been nice. The guys were waiting to bring you out on a job site"

Ricky: "Sorry, I didn't have the number on me."

Explanation: