



# My Day....My Way

(Non-Reliability Stores **ONLY**)

It's your responsibility to manage your credit bank so you don't run out of credits. If you have questions or concerns about your credits, please contact your Supervisor. You can also access the full Attendance Policy on the eMAG!

## Get the most from your attendance!

**4** simple ways to earn and use your credits.

### Earn Attendance Credits

½ credit	<ul style="list-style-type: none"><li>When you demonstrate perfect attendance over a two week period</li></ul>
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### Use Attendance Credits

½ credit	<ul style="list-style-type: none"><li>Arriving 10 or more minutes late</li></ul>
1 credit	<ul style="list-style-type: none"><li>Absent (Monday—Friday)</li><li>Consecutive absences during the week (Monday—Friday)</li></ul>
2 credits	<ul style="list-style-type: none"><li>Absent (Saturday or Sunday)</li><li>Consecutive absences (including a Saturday or Sunday)</li></ul>

### QUICK TIPS

- You can always view your credit balance on My Day.
- Use the Call Out feature on My Day to report your absence... If someone picks up your shift, you won't have to use credits.
- An approved Leave of Absence may mean you won't use credits. Be sure you're aware of your responsibilities under any leave policy.
- Don't let your credit balance reach zero...**it may result in the end of your employment.

 **be the magic.**