

## Tick Talk!

### Being on Time

Q. When is the best time to let your employer know that you will be late for work? (Circle one)

- a. When you wake up
- b. Five minutes before you start work
- c. As soon as you know
- d. At the regular break-time, when no one is busy

Q. If you are given a break from 10:30 to 10:40, when should you be back at your desk? (Circle one)

- a) Around 10:40, even if it's 10:42 or 10:45
- b) When I finish drinking my apple juice
- c) When my friend returns from his break
- d) Right at 10:40

### Instructions

Read the following statements, and state if they are true (T) or false (F).

T/F

- \_\_\_ It doesn't matter how many days of work an employee misses, as long as the employer is notified.
- \_\_\_ In most cases, having a cold isn't a very good reason to miss work.
- \_\_\_ Employers are happy when employees are away, since they don't have to pay them for those days.
- \_\_\_ Many workers are fired for being late or away from work too much.
- \_\_\_ After calling in sick and missing work, an employee may have to bring in a note from his or her doctor. (In Ontario, a doctor's note now costs about \$30!)

Marks:	(1 mark each)				/7
Thinking					
	50–59%	60–69%	70–79%	80–100%	
Critical- and creative-thinking skills	Uses critical- and creative-thinking skills with limited effectiveness	Uses critical- and creative-thinking skills with moderate effectiveness	Uses critical- and creative-thinking skills with considerable effectiveness	Uses critical- and creative-thinking skills with a high degree of effectiveness	

Calling in the same day to say you're unable to come in to work may happen on rare occasions.

Complete the following chart. If it's a good reason, state when you should call. OR If it's a bad reason, state what you should do instead.

I told my supervisor that I'm not coming in <u>today</u> because...	Good reason?	When should you call?	Bad reason?	What should be done instead?
I forgot to set my alarm clock.	–	–	X	<i>I should remember to set the dock!</i>
It's my birthday, so I'm taking it off.				
My family is going on vacation.				
I have to pick up a friend at the airport.				
I broke my leg.				
I have a date, so I have to get my hair done.				
I have to go to court.				
I have relatives coming in from out of town.				
I have a doctor's appointment.				
I'm sick in bed with the flu.				

Marks: (2 marks each) /20				
Thinking				
	50–59%	60–69%	70–79%	80–100%
Critical- and creative-thinking skills	Uses critical- and creative-thinking skills with limited effectiveness	Uses critical- and creative-thinking skills with moderate effectiveness	Uses critical- and creative-thinking skills with considerable effectiveness	Uses critical- and creative-thinking skills with a high degree of effectiveness