



dated: 09/30/2018

## **Pizzaiolo Café Group LLC**

### **Scheduling and Requesting Time Off Policy and Procedures**

Pizzaiolo Café Group LLC (Pizzaiolo Café Group) employees are expected to work on a regular, consistent basis and complete their regularly scheduled hours per week. Pizzaiolo Café Group employees include individuals from Café Pizzaiolo, Market to Market (M2M) and St. Elmo's.

#### **Scheduling**

Employees are hired primarily because there is an ongoing requirement for the completion of a specified set of duties during normal working hours. Schedules are prepared to meet the work demands of each of the Units (Café Pizzaiolo, M2M, St. Elmo's).

- The schedules for each unit are written from Monday to Sunday on a weekly basis. Schedules will be emailed out no later than Sunday evenings prior to the upcoming week.
- Employees of the Units may be required to work a variety of days and hours from week to week. Typically it is necessary to have the majority of employees work during the weekend when business is at its peak.
- Employees may be required to work on certain holidays and/or special days such as Memorial Day, Mother's Day, etc..
- Each employee must provide availability when hired and whenever availability changes. Updates and/or changes to an employee's availability should be submitted via email, at a minimum, two weeks prior to their effective date. Notification and reason for changes in availability should be sent in a email to the Unit Scheduling Managers (*Attachment A*).

In addition to the Unit Scheduling manager, schedule availability should also be communicated and discussed verbally to the Unit Manager, as applicable. **Any changes in availability may effect the available work hours allotted to employee.**

- Employees must be prepared to start work promptly at the beginning of the shift. Employees should plan to arrive at the Unit 10 to 15 minutes prior to the shift to prepare. The scheduled time is the time that the employee is expected to be on the job and ready to work, not arrive at the Unit. If it is not possible for you to begin work at your scheduled time, call and speak to the Manager on Duty (MOD).
- Employees who are going to be late for work are expected to call/text the Manager on Duty (MOD) at least 2 hours prior to the shift starting. In the event that the MOD is not available and/or the employee has not received a response, a message should be left with the most senior employee at the unit. Additionally, a second text should be sent to the Unit Manager. At times the Unit Manager and the MOD can be the same. **Repeated or excessive tardiness may result in either disciplinary action or termination.**
- Employees are responsible for reviewing the schedule in its entirety on a weekly basis. There may be times that the scheduling manager has made changes in your schedule and/or location in order to fill in a scheduling gap or adjust for a particular business need. There are no "regular" schedules.

#### **Requesting Time Off**

We recognize that every employee will need some time away from work to meet personal needs. Planned time off includes any situation that you know might prevent attendance at work or needs to be scheduled, i.e., vacation reservations, doctor's appointments, moving day, etc.



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- If an employee needs a day off after the schedule is distributed they are responsible for finding a replacement to work the shift. It is up to the employee to find a suitable replacement. **These schedule changes must be reported to and approved by the Manager on Duty and Unit Manager. If you are unable to find someone to work for you you are still required to come into work.**

### **Sickness and Emergencies**

Employees should only take time off without advanced approval when a personal illness or personal emergency occurs. If illness occurs, employees are to call in as soon as possible, but no later than two hours before being scheduled to work. Illness happens to the best of us and sometimes it comes fast, please be courteous of the other employees working and make every effort to find someone to cover the shift.

- Employees who are sick/injured and unable to come to work should notify the Unit (the one that they are scheduled to work at) as soon as possible, but no later than two hours before they are scheduled to work. They must notify the Unit Manager as well as send an email/text to the unit managers.
  - Employees need to call the unit they are scheduled to work at and speak with the Manager on Duty (MOD) alerting them that they cannot make their scheduled shift.

### **Unit Phone Numbers**

Café Pizzaiolo, Shirlington – 703-894-2250 ext. 1  
Café Pizzaiolo, Fern Street – 703-894-2250 ext. 2  
Market to Market – 571-312-3010  
St Elmos – 703-739-9268

- Employees also need to send an email and text to all the applicable Unit Managers listed in *Attachment A* indicating the reason why they cannot make the shift and the estimated date of return (as applicable).
- Employees who are sick/injured and unable to work should make every attempt to find another employee to cover their shift. Excessive absences may result in either disciplinary action or termination.
- Employees are required to call someone else working the shift and inform them of the situation if they are unable to get a hold of the Manager on Duty (MOD). In the event that the MOD is not available, a message should be left with the most senior server. The employee should still make every effort to find someone to cover their shift.
- An employee may be required to provide a doctor's note to excuse the absence and/or to return to work, at the discretion of management.

### **1 - Compliance:**

Pizzaiolo Café Group LLC Management team is confident that each employee will use their best judgment when requesting time off and calling in sick.

- Failure to report to work on a scheduled day can result in a written warning, suspension or immediate termination of employment. Management reserves the right to make the final decision.
- Excessive absenteeism (3 or more days within a 3 month period) may result in disciplinary action, including termination.
- Any employee who does not call or report will be considered to have voluntarily resigned employment and will be taken off the schedule(s).



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**ATTACHMENT A:**

**Unit Phone Numbers**

Café Pizzaiolo, Shirlington – 703-894-2250 ext. 1  
Café Pizzaiolo, Fern Street – 703-894-2250 ext. 2  
Market to Market (M2M) – 571-312-3010  
St Elmo's – 703-739-9268

**Unit Scheduling Managers**

Conor Boyle  
703-414-9472  
[conor.pizzaiolo@gmail.com](mailto:conor.pizzaiolo@gmail.com)

Natasha Sukolsky - Café Pizzaiolo, Shirlington  
703-946-2430  
[Natasha.pizzaiolo@gmail.com](mailto:Natasha.pizzaiolo@gmail.com)

Francisco Torres – Café Pizzaiolo, Fern Street  
703-717-1900  
[ftorres.pizzaiolo@gmail.com](mailto:ftorres.pizzaiolo@gmail.com)

Will Nichols –St. Elmos / Market to Market  
202-684-0075  
[wnichols.pizzaiolo@gmail.com](mailto:wnichols.pizzaiolo@gmail.com)

**Points of Contact – Managers/Manager on Duty (MOD)**

**Brian Bakovic**  
703-618-2674  
[brian.bakovic@gmail.com](mailto:brian.bakovic@gmail.com)

**Conor Boyle**  
703-414-9472  
[conor.pizzaiolo@gmail.com](mailto:conor.pizzaiolo@gmail.com)

**Trip Burr**  
571-344-8204  
[tripp.pizzaiolo@gmail.com](mailto:tripp.pizzaiolo@gmail.com)

**Natasha Sukolsky**  
703-946-2430  
[Natasha.pizzaiolo@gmail.com](mailto:Natasha.pizzaiolo@gmail.com)

**Francisco Torres**  
703-717-1900  
[ftorres.pizzaiolo@gmail.com](mailto:ftorres.pizzaiolo@gmail.com)

**Helina Tefera**  
952-649-7951  
[helina.pizzaiolo@gmail.com](mailto:helina.pizzaiolo@gmail.com)

**Ryan Zack**  
703-945-7063  
[ryan.pizzaiolo@gmail.com](mailto:ryan.pizzaiolo@gmail.com)

**Will Nichols**  
202-684-0075